



July 15, 2011  
**By certified mail**

**RE: Implementation of Inspection Program for Compliance with 2004 Airport Rules and Regulations and FAA Requirements Based on FAA Determination Dated May 24, 2011**

Dear Tenants and Subtenants of Glendale Municipal Airport:

The purpose of this letter to advise you that on May 24, 2011, the Federal Aviation Administration found the City of Glendale ("Glendale") and the Glendale Municipal Airport ("the Airport") in violation of several FAA airport grant assurance obligations.

One such grant assurance is Grant Assurance 19, which relates to the operation and maintenance of the Airport. That assurance states that the Airport will not "cause or permit any activity or action [on the Airport] which would interfere with its use for airport purposes." In the determination, the FAA concluded that Glendale had violated Grant Assurance 19 "by allowing nonaeronautical use of airport hangars for storing non-aviation items and for operating non-aviation related industries thereby causing or permitting an activity or action thereon which interferes with its use for airport purposes." The FAA also found that the Airport had violated the grant assurances by acting inconsistently in regard to tenant storage of nonaeronautical vehicles and disabled aircraft at the Airport. The FAA stated that, if this condition is not corrected, it will cease the current and future funding of the Airport's Grant Projects.

This letter and attachments provide notice to persons who are tenants or subtenants of hangars, shades, and tiedowns at the Glendale Municipal Airport ("Storage Facilities") of the intent of Glendale to: (i) conduct inspections of all Storage Facilities for compliance with the Rules and Regulations For the Glendale Municipal Airport (Revised 2004) ("the 2004 Rules and Regulations") and FAA requirements, with the initial inspection of each Storage Facility taking place between August 15 and September 30, 2011, and (ii) enforce compliance with the 2004 Rules and Regulations and FAA requirements effective December 1, 2011.

We have worked closely with the FAA to develop an inspection program that commits to timely compliance with the 2004 Rules and Regulations and FAA requirements, yet provides a grace period for any currently-noncompliant tenants and subtenants to come into compliance. Our goal is to schedule the inspection of your Storage Facility at a time that is as convenient to you as possible. We appreciate your cooperation in our efforts to make the Airport a better facility for our aeronautical users.

To provide additional information about the inspection program, we have included with this letter: (i) a copy of a memorandum providing background information and an explanation of the inspection program; (ii) a copy of the 2004 Rules and Regulations; and (iii) a form that you must use to provide to the Airport Manager your requested inspection date(s) and to acknowledge your receipt of, and certify your intent to comply with, the 2004 Airport Rules and Regulations. The form must be returned to the Airport Manager no later than August 1, 2011.

In addition to the information provided in this mailing, we have scheduled a public meeting at which Glendale officials will provide additional background information. That meeting is scheduled for August 8, 2011 at 7:00 p.m., and will be held at the Renaissance Glendale Hotel, 9495 W. Coyotes Boulevard, Glendale, Arizona 85305. It will be held in the Solana Ballroom CD.

Updated information about the inspection program will be posted on the Airport's website at [www.glendaleaz.com/airport](http://www.glendaleaz.com/airport). You should continue to monitor this website for additional information.

Please contact me if you have any questions or comments.

Sincerely,

Walter L. Fix, A.A.E.  
Interim Airport Manager

Attachments:

- Memorandum providing Notice Regarding Enforcement of 2004 Rules and Regulations
- 2004 Airport Rules and Regulations
- Form for your use to provide to the Airport Manager your requested inspection date(s) and acknowledge receipt of, and certify your intent to comply with, 2004 Rules and Regulations



# Transportation Services

## Glendale Municipal Airport

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DATE: July 15, 2011

TO: All Tenants and Subtenants of Glendale Municipal Airport

FROM: Jamsheed Mehta, AICP, Executive Director  
Walter Fix, Interim Airport Manager

SUBJECT: Notice Regarding Enforcement of Rules and Regulations For the  
Glendale Municipal Airport (Revised 2004) and FAA Requirements

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This memorandum provides notice to all tenants and subtenants (“Occupants”) at the Glendale Municipal Airport (“the Airport”) about the intent of the City of Glendale (“Glendale”) to: (i) implement an inspection program applicable to all hangars, shades, and tiedowns (“Storage Facilities”) at the Airport, during which each Storage Facility at the Airport will be inspected for compliance with the Rules and Regulations For the Glendale Municipal Airport (Revised 2004) (“the 2004 Rules and Regulations”) and Federal Aviation Administration (FAA) requirements, and (ii) enforce compliance with the 2004 Rules and Regulations and FAA requirements effective December 1, 2011.

### **Background information and FAA Director’s Determination**

In the past, Glendale has received multiple federal airport grants from the FAA for certain improvements at the Airport. In exchange for providing these grants, the FAA requires that grant recipients provide certain assurances to the FAA. Compliance with these Federal airport grant assurances is subject to ongoing oversight by the FAA.

One such grant assurance made by Glendale is Grant Assurance 19, which relates to the operation and maintenance of the Airport. That assurance states that the Airport will not “cause or permit any activity or action [on the Airport] which would interfere with its use for airport purposes.”

In a determination issued by the Director of the FAA Office of Airport Compliance and Management Analysis, dated May 24, 2011 (“the Determination”), the FAA concluded that Glendale had violated Grant Assurance 19 “by allowing nonaeronautical use of airport hangars for storing non-aviation items and for operating non-aviation related industries thereby causing or permitting an activity or action thereon which interferes with its use for airport purposes.” The FAA also found that the Airport had violated the grant assurances by acting inconsistently in regard to tenant storage of nonaeronautical vehicles and disabled aircraft at the Airport.

To ensure that the Airport and its users comply with all Federal airport grant assurance obligations at the Airport, Glendale has worked with the FAA and provided to the FAA a corrective action plan that provides a timeline for various steps the Airport intends to take to ensure that it satisfies its Federal airport grant assurance obligations. Included in that corrective action plan is a commitment to enforce the 2004 Rules and Regulations and FAA requirements, and an inspection program to ensure that Occupants are in compliance with the 2004 Rules and Regulations and FAA requirements.

### **Intent of Glendale To Enforce the 2004 Rules and Regulations and FAA Requirements as of December 1, 2011**

Glendale is committed to full compliance with the 2004 Rules and Regulations and FAA requirements by all Occupants no later than December 1, 2011. Glendale has worked closely with the FAA to develop a timetable that provides for prompt enforcement of those rules and regulations, while allowing sufficient time for tenants and subtenants who do not currently comply with the 2004 Rules and Regulations to come into compliance with those requirements. Thus, while Glendale has included a brief grace period into the timetable, the City will expect full compliance no later than December 1, 2011, in order to meet the FAA requirements.

### **The Inspection Program**

The inspection program will consist of two phases.

In the initial phase, there will be inspections of each Storage Facility between August 15 and September 30, 2011 (“the Initial Inspection Program”). During the Initial Inspection Program, Airport officials will inspect each Storage Facility for compliance with the 2004 Rules and Regulations and FAA requirements. To facilitate scheduling of the inspection of your Storage Facility(ies) during the Initial Inspection Program, we ask that you submit to the Airport no later than August 1, 2011 your requested inspection date, using the accompanying form (“Tenant/Subtenant Requested Inspection Dates and Acknowledgment of Receipt of, and Certification of Intent To Comply With, 2004 Airport Rules and Regulations”) (“Form Requesting Inspection Dates”). The requested dates for your inspection may be any weekday between August 15 and September 30, 2011, other than September 5, 2011.

Glendale is aware that the Airport has not strictly enforced all terms of the 2004 Rules and Regulations and all FAA requirements in recent years. As a result, although the goal is to see Occupants come into full compliance with the 2004 Rules and Regulations and all FAA requirements by the time their Storage Facility(ies) is/are inspected during the Initial Inspection Program, Glendale is providing a grace period before beginning enforcement of the 2004 Rules and Regulations and FAA requirements on December 1, 2011.

The Airport is asking each Occupant who does not believe it will be in full compliance with the 2004 Rules and Regulations and FAA requirements when inspected during the Initial Inspection Program to provide to the Airport by

August 1, 2011 a plan regarding the Occupant's timetable for coming into full compliance by December 1, 2011, including a timetable for interim steps toward compliance. The plan should accompany the Occupant's Form Requesting Inspection Dates when that form is submitted to the Airport Manager no later than August 1, 2011.

In the second phase of the inspection program, a system of periodic inspections of a sampling of Storage Facilities will be implemented in the future to ensure continued compliance ("the Ongoing Inspection Program"). We plan to provide more details about the Ongoing Inspection Program in the near future.

### **Areas of Focus During the Initial Inspection Program**

Although the Airport will be enforcing the entire 2004 Rules and Regulations and FAA requirements during the Initial Inspection Program, special emphasis will be placed on the issue of nonaeronautical items and nonaeronautical activities in aircraft storage hangars that was highlighted in the FAA Determination.

### **Revisions to Rules and Regulations**

Although the Initial Inspection Program and the Ongoing Inspection Program are part of a plan to achieve compliance with the 2004 Rules and Regulations and FAA requirements, the Airport is aware that revisions of those rules and regulations may be needed in order to ensure that they are up-to-date and fully compliant with FAA requirements. Therefore, we are currently in the process of reviewing possible changes to the 2004 Rules and Regulations to ensure conformity with current FAA standards, and intend to work closely with the aeronautical user community at the Airport. Our goal is to make the Airport as welcoming and useful a facility as possible.



# **Rules and Regulations**

For the

## **Glendale Municipal Airport**

(Revised 2004)

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# GLENDALE MUNICIPAL AIRPORT RULES AND REGULATIONS

## Article 1. Definitions

Whenever used in these Rules and Regulations, the following words and phrases shall have the meanings ascribed to them in this Article, except where the context clearly indicates a different meaning. All definitions contained within the Federal Aviation Act of 1958, Federal Aviation Regulations, Part I and all amendments thereto shall be considered as included herein, to the extent such definitions are not inconsistent with the definitions contained in this article.

**Accident:** A collision or other contact between a part of an aircraft and another aircraft, vehicle, person, stationary object or other thing which results in bodily injury, death or property damage; or an entry into or emerging from an aircraft or vehicle by a person which results in bodily injury or death of any person or property damage.

**Aeronautical Activity:** Any activity which involves makes possible or is required for the operation of aircraft or an Airport or which contributes to or is required for the safety of such operations. The following activities are “aeronautical activities” within this definition:

- (a) Aircraft Sales and Services.
- (b) Airframe and Powerplant Repair Services.
- (c) Aircraft Rental Services.
- (d) Flight Training Services.
- (e) Aircraft Charter and Air Taxi Services
- (f) Radio, Instrument or Propeller Repair Services.
- (g) Aerial Applications (Crop-Dusting, Fire Suppression).
- (h) Aviation Fuels and Petroleum Product Sales.
- (i) Sale of Aviation Parts.
- (j) Rental of Aircraft Hangar, Parking and Tie-Down Space.
- (k) Airfreight or Cargo Operations.
- (l) Banner Towing and Aerial Advertising.
- (m) Aerial Photography or Survey.

- (n) Powerline or Pipeline Patrol.
- (o) Aircraft Washing and Cleaning Services.
- (p) Air Carrier Operation.
- (q) Any other activity which because of its direct relationship to the operation, maintenance or repair of aircraft or the operation of an Airport can be appropriately regarded as an aeronautical activity.

**Air Traffic:** Aircraft in operation anywhere in the airspace and on the Airport movement area.

**Aircraft:** Any device or contrivance used for the navigation of or flight in air or space.

**Aircraft Fuel:** All flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating: (a) an internal combustion engine; or (b) a jet or turbine engine.

**Aircraft Operation:** An aircraft arrival at or departure from the Airport.

**Aircraft Owner:** Any person holding legal title to an aircraft, as evidenced by an appropriate certificate of title if applicable.

**Aircraft Parking and Storage Areas:** The hangar and apron locations on the airport designated by the Airport Manager for the parking and storage of aircraft.

**Airport:** All of the city-owned or leased real or personal property comprising the Glendale Municipal Airport as now exist or as may hereafter be expanded and developed. "Airport" includes all of the facilities as shown on the most current Airport Layout Plan.

**Airport Manager:** The person designated by the City to act as Airport Manager regardless of such person's official title with the City.

**Airport Movement Area:** Runways 1/19, parallel taxiways, all intersecting taxiways; provided that the loading ramps, loading gates, designated aircraft service and maintenance areas and public aircraft parking aprons shall not be included in the Airport movement area.

**Airport Traffic Control Tower:** The Control Tower located at the Airport authorized by the FAA to control and direct the movement of aircraft within the Air Traffic Area and upon the surface of any Airport.

**Airside:** The area of the airport that is either contained within the airport perimeter fence, or which requires access through a building located on airport property, or which requires access through a controlled Airport access point.

**Based:** An aircraft located, hangared, tied down or headquartered with the intent to remain for an indefinite period of time. An aircraft will be considered "based" at the Glendale Municipal Airport if: (1) the owner physically locates at the Airport with no present intention of removal and with the purpose to remain for an undetermined period; (2) whenever absent from the Airport, its owner intends to return to the Airport for permanent hangaring; and (3) its presence at the Airport is something other than merely transitory in nature.

**City:** The City of Glendale, an Arizona municipal corporation.

**Class Delta Airspace:** That airspace within a horizontal radius of three (3) statute miles from the geographic center of the Airport, extending from the surface up to but not including an altitude of 3000 feet above the elevation of the Airport; provided that where the Airport traffic area and Luke AFB traffic area overlap, the Luke AFB traffic area shall take precedence.

**Commercial Activity:** The conduct of any aspect of a business, concession or service in order to provide goods or services to any person for compensation, regardless of whether such activity is conducted by a charitable or non-profit organization.

**FAA:** The Federal Aviation Administration.

**FAR's:** The Federal Aviation Regulations.

**Fixed Base Operator (FBO):** A commercial aviation operator who conducts that type of commercial activity described in Article 6 of the Minimum Operating Standards.

**Fuel Handling:** The transportation, delivery, draining of fuel or fuel waste products, and the fueling/defueling of aircraft.

**Fuel Storage Area:** Any portion of the Airport designated temporarily or permanently by the City as an area in which fuel may be stored or loaded.

**General Aviation:** All phases of aviation other than aircraft manufacturing, military aviation and scheduled air carrier operations.

**Hazardous Material:** 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 contaminate or pollutant, or other similar term, by, and/or which is 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.

**Landside:** The general public common use areas on the Airport such as public roadways, parking lots and buildings which are not contained in the airside area.

**Local Aircraft Operations:** Aircraft operating in the local traffic pattern or within sight of the Airport, aircraft that are known to be departing for or arriving from flight in local practice areas located within 20-mile radius of the Airport or aircraft making low approaches at the Airport.

**Major Aircraft Alterations and Repair:** Major alterations and/or repairs of the parts or of the types listed in FAR Part 43 Appendix A.a and A.b.

**Minimum Operating Standards:** Those standards adopted by the City Council as the minimum requirements to be met as a condition for the privilege of conducting aeronautical or commercial activities at the Airport, as such standards may be amended from time to time.

**Movement Area:** The runways, taxiways and other areas of the Airport, which require permission from Air Traffic Control prior to entering. The designation of movement areas shall apply at all times including hours when the Air Traffic Control Tower is closed.

**NOTAM:** Notice to Airmen.

**Operational Area:** Any portion of the Airport from which access by the public is prohibited by fences or appropriate signs, and which is not leased or demised to anyone for exclusive use and includes runways, taxiways, all ramps and apron areas, aircraft parking and storage areas, fuel storage areas, maintenance areas, and any other area of the Airport used or intended to be used for landing, take-off, or surface maneuvering of aircraft or used for embarking or debarking of passengers.

**Park or Parking:** The standing of an aircraft or vehicle whether occupied or not.

**Permission:** Permission granted by the City or the Airport Manager.

**Permit:** A written permit issued by the Airport Manager to conduct aeronautical or commercial activities at the Airport to a person not otherwise authorized by a lease, license or other agreement to conduct such activities.

**Person:** Any human being, any governmental or political subdivision or public agency, any public or private corporation, any partnership, any firm, association or other organization, any receiver, trustee, assignee, agent, or other legal representative of any of the foregoing or any other legal entity.

**Police Officer:** Any commissioned peace officer.

**Preventative Aircraft Maintenance:** Maintenance that is not a major aircraft alteration or repair and does not involve complex assembly operations as listed in FAR Part 43 Appendix A-C, except that item 22 thereof, replacing

prefabricated fuel lines, shall, for the purpose of these regulations, be considered major aircraft repair.

**Road or Roadway:** Any roadway within the boundaries of the Airport and designated for use by vehicles, whether improved or unimproved and whether dedicated or not.

**Specialized Aviation Service Operator (SASO):** A commercial aviation operator who conducts that type of commercial aviation activity described in Article 7 of the Minimum Operating Standards.

**Taxilane:** The portion of the aircraft parking areas used for access between taxiways and aircraft parking positions.

**Taxiway:** A defined path established for the taxing of aircraft from one part of the Airport to another.

**Traffic Pattern:** The traffic flow that is prescribed for aircraft using the Airport.

**Tenant:** Any person authorized to use any portion of the Airport pursuant to a written lease, license, permit or agreement with or from the City.

**Vehicle:** A device in, upon or by which any person or property is or may be propelled, moved or drawn upon a roadway.

**Vehicle Parking Area:** Any portion of the Airport designated and made available temporary or permanently by the City for the parking of vehicles.

**Very Minor Aircraft Maintenance Work:** Routine aircraft maintenance work which requires no expertise and no significant period of time to perform and which does not entail any disassembly or reassembly of the aircraft. Examples of very minor aircraft maintenance work are the changing of lights and the cleaning of windshields. Very minor aircraft maintenance work shall not include any of the activities specifically prohibited in hangars by Section 2-7 as non-minor maintenance and repair work.

## **Article 2. General Use of Airport**

### ***Section 2-1. Purpose and Application of Rules and Regulations***

Rules and Regulations provided in this document and any amendments adopted by the City of Glendale, are intended for the safe, orderly and efficient operation of the Airport and apply to all persons using the Airport for any reason. A violation of any provision of the Glendale Municipal Airport “Rules and Regulations” or “Minimum Operating Standards” shall be deemed to be a civil code infraction pursuant to Glendale City Code, Chapter 13, Article II.

### ***Section 2-2. Conflicting Laws, Ordinances, Regulations and Contracts***

- a. In any case where a provision of these rules and regulations are in conflict with any other provision of these regulations adopted hereunder or in conflict with a provision of any zoning, building, fire, safety, health or other ordinance, code, rule, or regulation of the City, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail.
- b. In cases where two (2) or more provisions of these regulations are in conflict, the most stringent or restrictive shall prevail.
- c. No existing or future City contract, lease agreement or other contractual arrangement, nor any payment or performance thereunder, shall excuse full and complete compliance with these regulations. Compliance with these regulations shall not excuse full and complete compliance with any obligations to the City under any existing or future City contract, lease, agreement or other contractual arrangement.

### ***Section 2-3. Use of Airport Facilities***

- a. No person shall use the airport or its facilities except in conformity with these Rules and Regulations, applicable requirements of the City of Glendale Code, and all other applicable state and federal laws, rules and regulations.
- b. No person shall engage in any aeronautical activity at the Airport except in conformity with all Federal Aviation Administration regulations; the applicable provisions of Title 28, Chapter 12, Arizona Revised Statutes; the applicable provisions of the Glendale City Code; and these Rules and Regulations.
- c. No person shall use any portion of the Airport for any commercial activities unless such commercial activities are conducted as a tenant pursuant to a written lease, license, permit or agreement with or from the City. The Airport Manager may issue permits or licenses for commercial activities at the Airport to persons whose commercial

activities do not require a formal lease, provided that such permits or licenses are effective for no more than 30 days or are terminable by the City without cause upon no more than 30 days notice. The Airport Manager will determine the fees for such permits or licenses unless such fees have otherwise been established by resolution of the City Council.

***Section 2-4. Closing the Airport and Control During Emergencies***

In the event of an emergency at the Airport, the Airport Manager shall have absolute control of the Airport during such emergency. In the event that the Airport Manager believes conditions of the Airport are unsafe for aircraft operations, it shall be within the Airport Manager's authority to close the entire Airport or any part of the Airport.

***Section 2-5. Responsible Party***

Any person accessing the Airport shall be responsible for their actions and all actions of any person to whom they provide access, whether directly or indirectly.

***Section 2-6. Minimum Operating Standards***

Prior to commencing any aeronautical or commercial activities at the Airport requiring a lease, license or permit, a prospective tenant must present to the Airport Manager satisfactory information and proof that he or she meets the Glendale Airport Minimum Operating Standards established by the City for engaging in such aeronautical or commercial activities.

***Section 2-7. Aircraft Parking***

- a. Tiedowns painted yellow are reserved tiedowns and shall not be used without the user having obtained an approved tiedown agreement.
- b. Tiedowns painted white are transient tiedowns for the purpose of short term or overnight parking.
- c. No person shall park or allow to remain stationary any aircraft at the Airport except within a designated aircraft parking and storage area. No person shall park an aircraft in a reserved aircraft parking area without first having obtained an approved agreement. No person shall leave an aircraft parked in a shade or tiedown without first having secured the aircraft with chains or other approved fasteners in order to adequately tiedown the aircraft to the pavement.
- d. If any aircraft is parked in violation of this section, or in the determination of the Airport Manager, presents an operational or safety hazard in any area of the Airport, the Airport Manager may cause said aircraft, at the owner's/operator's expense and without liability for damage which may result in the course of such moving,

to be delivered into the care of a representative of an FBO or SASO authorized to do business on the Airport.

***Section 2-8. Aircraft Maintenance and Self-Services***

- a. An aircraft owner is permitted to fuel, wash, paint and provide preventive aircraft maintenance only to the owner's own aircraft which is based at the Airport at its based location provided that the owner complies with these regulations and all applicable laws, FARs and City code provisions.
- b. An owner of an aircraft based at the Airport may hire or allow a person, other than an authorized based commercial aviation business operator, to provide any of the services described in Section 2-8 or in Section 2-9 only if such services are provided (i) under the presence and direct supervision of the aircraft owner, (ii) at the based location of the aircraft at the Airport, and (iii) in conformance with these regulations and all applicable laws, FARs and City code provisions. Where the services are provided for the benefit of the aircraft owner as a commercial activity, the individual shall be a direct employee (not independent contractor) of the aircraft owner, an FAA certified mechanic holding a temporary Commercial Operating Permit, or an approve technical specialist.

***Section 2-9. Major Aircraft Alterations and Repair***

Major aircraft alterations and repairs are prohibited on the Airport except:

- a. By a person from an authorized based commercial aviation operator;  
or
- b. By the owner of the aircraft under the provisions provided in these regulations.

***Section 2-10. Fines for Unauthorized Maintenance and Repairs***

Hangar associations and managers that have aircraft owners that perform, or have performed, maintenance on their aircraft in violation to these Rules and Regulations, shall be subject to the following fines:

- a. First offense: \$100.00
- b. Second Offense: \$250.00
- c. Third Offense: \$500.00 and eviction off of the Airport.

***Section 2-11. Aircraft Storage Hangars***

- a. Aircraft storage hangars shall be used for the following purposes:

1. Storage and parking of a based aircraft and associated aircraft equipment and supplies as approved by the City's Fire Department and Airport Manager. Aircraft parked in hangars shall be parked in a manner so as to be completely contained in the aircraft parking space and not obstruct adjacent aircraft parking and storage areas or taxilanes, except for the purpose of immediate and temporary staging and fueling of such aircraft.
  2. Parking of vehicles listed on access gate card permit form.
- b. Use of aircraft storage hangars shall be subject to the following restrictions:
1. No major aircraft alterations and repairs shall be performed in hangars except by the owner of the aircraft.
  2. No storage of equipment not necessary for the maintenance/assembly of the hangared aircraft.
  3. No storage of construction equipment or materials.
  4. There must be room for the aircraft in the hangar at all times, even when the aircraft is temporarily not located in the hangar.
  5. Oily rags, oil waste, rags and other rubbish and trash may only be stored in containers with self-closing, tight-fitting lids as approved by the Airport Manager or City Fire Department.
- c. A hangar will be recognized as a single unit if an aircraft can be positioned anywhere in the hangar when entering through a single door.
- d. Aircraft hangars shall be subject to annual and periodic inspections by the Airport Manager and City Fire Department to ensure compliance with all laws, ordinances and these regulations.
- e. If it is determined that there is no aircraft based in a hangar, the owner/tenant will have three months to base an aircraft in the hangar, or vacate. During the time there is no based aircraft, the hangar must remain completely empty.
- f. No major aircraft alterations and repairs or preventive maintenance shall be conducted in or from any hangar for any aircraft not listed as based in the hangar unless otherwise approved in writing by the Airport Manager.

- g. 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 tanks(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.
- h. Batteries shall be charged while the owner; operator or tenant is in attendance. Aircraft batteries shall not be connected to a charger when installed in an aircraft located inside or partial inside a hangar.

***Section 2-12. Aircraft Shades and Tiedowns***

Aircraft shades and tiedowns shall be used for the following purposes:

- a. Storage and parking of the aircraft listed on the aircraft storage agreement for that shade or tiedown and parked in a manner so as to be completely contained within the aircraft parking space and not obstruct adjacent aircraft parking and storage areas or taxilanes, except for purpose of immediate and temporary staging and fueling of such aircraft.
- b. Conduct preventative aircraft maintenance on the aircraft listed on the aircraft storage agreement for that shade or tiedown and in accordance with applicable regulations.
- c. Parking of vehicles listed on access gate card permit form.

***Section 2-13. Use of Wash Rack***

The City-owned wash rack shall only be used for the purposes of aircraft washing and polishing, or preventative aircraft maintenance. All washing of aircraft with solvents must be done at the wash facility. Waste must be caught with a drip pan and disposed of in accordance with all federal, state, county and local laws. The Airport provides a method of disposal of motor oil at the wash facility.

***Section 2-14. Airport Perimeter Road***

The Airport perimeter road shall only be used by authorized vehicles, which include all Airport Administration vehicles, fixed base fuel trucks, and other vehicles with prior written approval from the Airport Manager.

***Section 2-15. Operational and Restricted Areas***

- a. No person shall use or occupy an operational area for any purpose whatsoever, except a purpose related to the servicing of tenants or otherwise related to the operation of the Airport.
- b. No person shall enter upon the Airport movement area, passenger ramp and apron, or cargo ramp and apron without the permission of

the Airport Manager, except persons assigned duty therein, authorized representatives of the City or aircrews and passengers entering for the purpose of enplaning or deplaning or as otherwise provided for in these Rules and Regulations.

- c. No person shall enter the airside area, except as necessary for the lawful use of an aircraft thereon, or to conduct a permitted business activity and with the consent of the Airport Manager.
- d. No person shall enter any area posted as being closed to the public, except with the consent of the Airport Manager.
- e. No person shall enter into, remain in or place in, or remove any object from, any hangar, T-shade or other building at the Airport without prior written consent of the City or the person with the legal right of possession of such building.

#### ***Section 2-16. Access Codes and Gate Cards***

Persons who have been provided either a code or device for the purpose of obtaining access to the Airport shall only use Airport issued codes/devices and shall not divulge, duplicate, or otherwise distribute the same to any person, unless otherwise approved in writing by the Airport Manager. Violation of the aforementioned regulation may result in the loss of access privileges.

#### ***Section 2-17. Smoking Areas***

No smoking shall be permitted:

- a. Within fifty (50) feet of an aircraft, fuel truck and/or fuel storage area;
- b. Where specifically prohibited by the City.

#### ***Section 2-18. Use of Shop Areas***

All shops, garages, equipment and facilities are solely for the conduct of the tenants' authorized aeronautical or commercial activities. No person other than employees or agents of the tenants shall make use of such facilities without individual and specific permission of the tenants. No person shall loiter around such premises.

#### ***Section 2-19. Maintenance of Premises***

All persons using the Airport shall maintain their premises in a condition of repair, cleanliness and general maintenance equal to that maintained by the City in comparable areas. All persons having possession, control or use of any portions of the Airport shall at all times maintain such premises in clean, serviceable, safe and operable condition and repair.

***Section 2-20. Floor and Apron Care***

All tenants on the Airport shall keep the floors of hangars, shades and tiedowns leased by them, or used in their operations, clean and clear of fuel, oil, grease and other similar materials.

***Section 2-21. Waste Containers and Disposal***

All Airport tenants, users, or visitors shall dispose of all waste in the appropriate waste containers. Types of waste containers and their locations shall be designated by the Airport Manager and no other containers or areas shall be used. Containers for recyclable materials shall be used in strict accordance with the rules posted for such use. No petroleum products, industrial waste matter or other hazardous materials shall be dumped or otherwise disposed of except in accordance with local, county, state and federal law. Any hazardous material shall be the responsibility of the originator under all applicable law.

***Section 2-22. Storage***

No person shall store or stock materials or equipment in such a manner as to be unsightly or constitute a hazard to personnel or property, as determined by the Airport Manager.

***Section 2-23. Storage, Transfer and Cleanup Charges***

The City may remove and impose storage, removal and transfer charges upon any property unlawfully located at the Airport. The City may clean up any material unlawfully spilled, placed or otherwise deposited at the Airport and may charge the responsible person(s) for the cost of the cleanup, any required environmental remediation and any expenses incurred by, or fines or damages imposed on, the City as a result thereof.

***Section 2-24. Model Aircraft, Kites, Fireworks, Etc.***

No person shall fly or release a model aircraft, rocket, kite, fireworks, balloon, parachute, etc., within two (2) miles of Airport as such activity would create a hazard to aircraft operations, or as otherwise determined by the Air Traffic Manager or the Airport Manager.

***Section 2-25. Commercial Photography***

No person shall take still, motion or sound pictures, of or at the Airport, for commercial purposes without first receiving written approval from the Airport Manager and paying the appropriate fee(s).

***Section 2-26. Advertisements***

No person shall post, distribute or display signs, advertisements, circulars, printed or written matter at the Airport without written permission from the Airport Manager.

***Section 2-27. Firearms, Explosives, Etc.***

- a. No person, except an authorized law enforcement officer or member of the Armed Forces of the United States on official duty, shall possess any firearms on the airport, except firearms that do not contain live ammunition, are in an enclosed case, and are intended for immediate transport off the Airport.
- b. No person, except an authorized law enforcement officer or member of the Armed Forces of the United States on official duty, shall possess any explosives on the Airport.
- c. No person, other than those in the above excepted classes, shall store, handle, use, dispense or transport at, in, or upon the Airport any class A or class B explosives, any radioactive substance or material (except for minimum of radioactive substances, such as radioactive paint illuminating instrument dials), without prior written authorization from the Airport Manager.

***Section 2-28. Disorderly Conduct, Intoxicating Liquors, Etc.***

No person shall:

- a. Commit any disorderly, obscene or unlawful act or commit any nuisance on the Airport.
- b. Drink any intoxicating liquor upon any portion of the Airport open to the public, except in such restaurant facilities as may be lawfully established or other place as shall be for the purpose of a special event that has received a special event permit where alcohol is not for sale.
- c. Become intoxicated on any portion of the Airport.

No intoxicated person shall enter upon or loiter on or about the Airport, any of its facilities, or any City owned property.

***Section 2-29. Property Damage, Injurious or Detrimental Activities***

No person shall destroy, deface, injure or disturb in any way Airport property or conduct at the Airport activities that are injurious, detrimental or damaging to Airport property or to activities and businesses of the Airport. Any person causing, or liable for any damage shall be required to pay the City on demand the full cost of repairs. Any person failing to comply with this section shall be in violation of these regulations and may be refused the use of any of the Airport facility until the City has been fully reimbursed for damage done.

***Section 2-30. Alteration of Airport Property***

No person shall make any alterations to any signs, buildings, aircraft parking and storage areas, leased areas or other Airport property, nor erect any buildings or other structures without prior written permission of the Airport Manager. Any construction on the Airport must be approved in writing by the Airport Manager. Such persons shall comply with all building codes and permit procedures of the City and shall deliver to the Airport Manager as-built plans upon completion.

***Section 2-31. Lost Articles***

Any person finding lost articles in public areas of the Airport shall immediately deposit them at the office of the Airport Manager or, if after hours, with an airport staff member or security officer on duty at the Airport. Articles unclaimed after sixty days may be turned over to the finder or otherwise disposed of in a legal manner.

***Section 2-32. Abandoned Property***

No person shall abandon any property on Airport property or in any building on the Airport.

***Section 2-33. Flying Clubs***

A flying club is a non-profit entity or organization organized solely for the purpose of providing its members with one or more aircraft for their personal use and enjoyment. A flying club shall comply with all Rules and Regulations along with all Minimum Operating Standards.

***Section 2-34. Payment of Fees***

All billings by the City are due and payable upon presentation unless otherwise noted thereon or otherwise covered by the terms of a written lease, license, permit or agreement.

***Section 2-35. Dogs and Other Animals***

No person shall enter the Airport with a dog or other animal unless restrained by a leash or properly confined as determined by the Airport Manager. No person in charge of a dog or other animal shall permit the animal to wander unrestrained on any portion of the Airport.

***Section 2-36. Registration of Based Aircraft***

All aircraft based on the airport must be registered with the Airport Manager. Aircraft owners shall provide their name, address and phone number along with the aircraft make, model and registration number.

## **Article 3. Fueling, Flammable Fluids, and Safety**

### ***Section 3-1. Fuel Safety***

All transportation, storage and other handling of aircraft and vehicle fuel shall comply with the Uniform Fire Code, as amended, the National Fire Protection Association's codes and standards, as amended, FAA Advisory Circular 150/5230-4, as amended, all requirements of these regulations, and all other applicable laws and standards.

### ***Section 3-2. Restrictions on Commercial Fueling Activities***

No person or company shall conduct any commercial fueling activities for aircraft at the Airport except for activities conducted by a tenant operating as a Fixed Base Operator and pursuant to the express terms of such tenant's lease with the City.

### ***Section 3-3. Storage of Aircraft Fuel Trucks, Trailers and other Aircraft Refueling Devices***

- a. Aircraft refueling vehicles, other movable aircraft fuel containers and refueling devices shall be stored outside and not less than one hundred (100) feet from a building or such other distance as shall be approved by the Airport Manager and the City Fire Department.
- b. Aircraft refueling vehicles shall be parked in a manner, which provides a minimum of ten (10) feet of separation between said vehicle and any other vehicle or aircraft refueling device.
- c. No aircraft refueling vehicle, aircraft fuel container, or other aircraft-refueling device, empty or otherwise, shall be brought into, kept or stored within any building at the Airport unless the building is used exclusively for that purpose. This section does not apply to vehicle fuel cans with a capacity of not more than five (5) gallons, provided no more than one (1) such can may be located within a single vehicle and not more than two (2) such cans in any hangar.

### ***Section 3-4. Aircraft Refueling Locations***

All aircraft fueling shall be performed outdoors. Aircraft being fueled shall be positioned so that aircraft fuel system vents or fuel tank openings are not closer than twenty-five (25) feet from any building, t-shade or hangar unless otherwise approved by the Airport Manager and the City Fire Department.

### ***Section 3-5. Maintenance of Fuel Servicing Vehicles***

Maintenance and servicing of aircraft fuel servicing vehicles shall be performed outdoors or in a building approved for that purpose by the City Fire Department.

***Section 3-6. Open Flame***

There shall be no open flames in the airside area, within fifty (50) feet of any aircraft, fuel truck, and/or fuel storage area, or where specifically prohibited by the City. The category of open flames and lighted open-flame devices shall include, but shall not be limited to, the following:

- a. Exposed flame heaters, liquid, solid or gaseous devices, including portable and wheeled gasoline or kerosene heaters and gas or charcoal grills;
- b. Heat producing, welding, or cutting devices and blowtorches;
- c. Flare pots or other open-flame lights.

***Section 3-7. Removal of Gas, Oil, Grease, Etc.***

- a. In the event of spillage or dripping of gasoline, oil, grease or any material which may be unsightly or detrimental to the Airport, the same shall be removed immediately by the operator or owner of the equipment causing the same or by the tenant, concessionaire or property owner responsible for the deposit.
- b. In the event of such spillage, and the failure of the operator or owner to restore the area to its original safe and environmentally sound status, the City may clean up any material spilled, placed or otherwise deposited at the airport and may charge the responsible person(s) for the cost of the cleanup, any required environmental remediation, and any expenses incurred by, or fines or damages imposed on, the city as a result thereof.
- c. Such an event may constitute grounds for denying access to the Airport.

***Section 3-8. Lubricating Oils***

No more than sixty (60) gallons of lubricating oils which are necessary for minor aircraft maintenance and have a flash point at or above 100° F, may be stored in hangars or other suitable storage devices as approved by the Airport Manager, provided they are stored in their original container and have original manufacturer's labeling.

***Section 3-9. Use of Waste Oil Stations***

Waste oils stations are provided solely for the disposal of waste aircraft engine oil, and for the exclusive use of non-commercial general aviation tenants. No person shall place any vehicle engine oil, solvents, cleaners, antifreeze, or any other material or substance in the receptacle. Any person violating this section shall be responsible for all charges incurred during the proper disposal of such waste. Waste oil stations shall be used in accordance with the rules posted at the station.

***Section 3-10. Fire Extinguishers***

- a. Unless supplied and maintained as part of a City lease, all Airport tenants or lessees, shall supply and maintain such adequate and readily accessible fire extinguishers as may be required by the City Fire Department. Each fire extinguisher shall carry a suitable tag showing the date of the most recent inspection.
- b. Use of any fire extinguisher equipment on Airport property under any circumstances shall be reported to Airport Management immediately after use in accordance with state statute.
- c. At least two (2) fire extinguishers, each having a rating of 20-BC, shall be available for use in connection with the aircraft fueling operations.

***Section 3-11. Movable Fuel Storage Tanks***

Unless otherwise approved by the Airport Manager and City Fire Department, movable aircraft fuel storage tanks are prohibited at the Airport except for:

- a. Aircraft fuel trucks and trailers constructed, operated and maintained in all respects as required by law.
- b. Permanent fuel tanks in an operable aircraft.
- c. Tanks not exceeding one-gallon capacity used solely for sampling and testing fuel, engines and fuel handling apparatus.
- d. No more than one (1) tank with a capacity of not more than fifty-five (55) gallons used by a person to fuel their own aircraft pursuant to a self fueling permit.
- e. Tanks lawfully transporting fuel for immediately dispensing into a fuel storage tank permitted by the City. Such vehicles shall access the Airport at a point approve by the Airport Manager and remain under escort by the representative of the company receiving the fuel.

***Section 3-12. Self Fueling***

Except as may be prohibited by other provisions of these regulation and any other applicable law, owners of an aircraft based at the Airport who desires to self-fuel their aircraft, shall apply for and receive a self-fueling permit from the Airport Manager. The preceding sentence does not apply to the use of a self-service fuel facility provided by a fixed base operator.

***Section 3-13. Fueling of Fuel Vehicles***

Transferring of fuel-to-fuel vehicles on Airport property is prohibited unless the fuel is transferred from an approved fuel loading rack or an approved fuel farm.

***Section 3-14. Vehicle Fuel***

No person shall possess vehicle fuel on the Airport except:

- a. Within the permanently installed fuel tank of a vehicle for use by that vehicle;
- b. Within a movable container designed for storage of vehicle fuel and having a capacity of not more than (5) gallons. No more than one (1) movable container containing vehicle fuel shall be located in a single vehicle. No more than two (2) such containers shall be located in any hangar. No such containers shall be located in City owned property.
- c. Within underground or above ground tanks with a capacity of not more than two thousand (2,000) gallons, lawfully installed and maintained in accordance with section 3-1.

***Section 3-15. Fuel Co-ops***

Fuel co-ops are not permitted on the Airport.

***Section 3-16. Fuel Farms***

Only full service fixed base operators who have a lease with expressed terms to conduct commercial fueling activities on the Airport will be permitted to install a permanent fuel farm.

## **Article 4. Aircraft Rules**

### ***Section 4-1. Landing and Takeoff of Aircraft***

- a. Except in an emergency, all fixed wing aircraft landings and takeoffs shall be made on the runway.
- b. Helicopter skid landings are not permitted.
- c. No aircraft shall make a one hundred eighty-degree turn after landing on a runway unless instructed to do so by the Air Traffic Control Tower.
- d. Landing aircraft shall clear the runway as soon as practical, consistent with safety, taxiing ahead to the nearest turn-off.
- e. Touch and goes are not permitted from 10:00 p.m. to 7:00 a.m. seven days a week.

### ***Section 4-2. Aircraft Wingspan Restrictions***

Aircraft shall not occupy a hangar, shade or tiedown, nor shall aircraft be operated in areas of the Airport, where the aircraft's wingspan exceeds the maximum approved wingspan designated for that area as specified by the Airport Manager or as published.

### ***Section 4-3. Requested Noise Abatement Procedures***

Unless otherwise directed by the Air Traffic Control Tower, the following requested noise abatement practices will be in effect:

- a. Avoid noise sensitive areas north and south of the Airport as practical.
- b. Utilize AOPA and NBAA recommended quiet flying procedures.
- c. Local traffic pattern departures from runway 01 turn right to 040 heading at end of runway; fly short crosswind leg; turn downwind leg west of 99<sup>th</sup> Avenue.
- d. VFR departures Runway 01 turn right to 040 heading at the end of runway; maintain heading until aircraft is over curve in expressway, south of Olive Avenue.
- e. VFR departures Runway 19 maintain runway heading until Indian School Rd before turning east or northeast. Make turns shortly after passing Indian School Road to avoid potential conflicts with traffic at Phoenix Goodyear Airport.

- f. Touch and go operations are prohibited between 10:00 p.m. and 7:00 a.m.

***Section 4-4. Traffic Pattern / Pattern Altitudes***

Due to the proximity of Luke AFB and Phoenix Goodyear Airport, all aircraft operating to or from the Airport shall operate in an area east of the Airport, between the extended centerlines of R/W 1/19. All traffic shall be left for R/W 19 and right for R/W 1. With Control Tower approval, straight-in approaches are authorized for either runway, as is entry on base leg for either runway. Because of their unique flight characteristics, helicopters may be authorized by the Control Tower to proceed directly to the Airport, without following the traffic flow. Recommended minimum traffic pattern altitudes above ground level (AGL) for aircraft operations at the Airport are as follows:

Helicopters/Ultralights	530' AGL	(1600' MSL)
Propeller Aircraft	1030' AGL	(2100' MSL)
Turbine Aircraft	1530' AGL	(2600' MSL)

***Section 4-5. Disabled Aircraft***

Aircraft owners and pilots shall be responsible for the prompt removal of disabled aircraft and parts thereof, unless required or directed by the Airport Manager or the Federal Aviation Administration to delay such action pending an investigation of the accident. In the event of failure to promptly remove such disabled aircraft, the Airport Manager may cause the aircraft to be removed and bill the owners thereof for all charges incurred in the removal of same. The City shall not be responsible for damage to disabled aircraft removed by the owner, the pilot, the City, or other persons.

***Section 4-6. Negligent Operation of Aircraft***

No aircraft shall be operated in a careless, negligent or reckless manner, or in disregard of the rights and safety of others, or in an unmaintained or otherwise hazardous condition, or while any person controlling the aircraft would be prohibited by law from operating an automobile on public streets due to alcohol or drug influence or impairment, or at a speed or in a manner which endangers, or is likely to endanger, persons or property.

***Section 4-7. Required Aircraft Equipment***

No aircraft shall land or take off at the Airport unless it is equipped with brakes and a functioning radio capable of direct two-way communications with the Air Traffic Control Tower, except in the case of an emergency or with prior consent of Air Traffic Control.

#### ***Section 4-8. Motorless Aircraft***

No motorless aircraft shall land or take off at the Airport without prior written permission of the Airport Manager and having complied with all sections of FAR Part 103.

#### ***Section 4-9. Running of Aircraft Engines, Exhaust, Propeller Blast or Rotor Wash.***

- a. Aircraft engines shall be run at idle except as may be necessary for safe taxing operations, taking off, landing, preflight testing, and maintenance testing
- b. All aircraft engine run-ups shall be conducted in areas designated by the Airport Manager. Except in an emergency, all aircraft engine run-ups for maintenance testing purposes shall be conducted between the hours of 7:00 a.m. and 10:00 p.m.
- c. At no time shall an aircraft's engine(s) be operated while the aircraft is in a hangar or covered tiedown space.
- d. No aircraft engine shall be started or aircraft taxied where the exhaust, propeller blast or rotor wash may cause injury to persons or do damage to property or spread debris on Airport areas.

#### ***Section 4-10. Taxiing of Aircraft***

No person shall taxi an aircraft without first taking all necessary precautions to prevent a collision with other aircraft, persons or objects. Aircraft shall not be taxied into or out of a hangar, shade, or other covered area. No person shall taxi an aircraft except on areas designated for taxiing. If it is impossible to taxi aircraft in compliance with this section, then the engine must be shut off and the aircraft towed to the new location.

#### ***Section 4-11. Common Traffic Advisory Frequency***

During hours when the Air Traffic Control Tower is not in operation, aircraft operators shall utilize the Common Traffic Advisory Frequency (CTAF), as published in the current Airport/Facility Directory to broadcast their intentions as detailed in the *Aeronautical Information Manual (AIM) 200, Chapter 4, Section 1, Paragraph 4-1-9.*

#### ***Section 4-12. Accident / Incident Reports***

Any persons involved in an aircraft accident occurring on the Airport, within the City, or that involves aircraft, which departed from or were enroute to the Airport, shall make a full report thereof to the Airport Manager as soon after the accident as possible, but in no event later than the time required for reporting the accident to the FAA or any other governmental agency, or within forty-eight (48) hours of the accident, whichever is sooner. The report shall include the names,

address and phone numbers of the persons involved, and a description of the accident and the cause (if known). When a written copy of an accident is required by federal or state law, regulation, or agency, a copy of such report shall also be submitted to the Airport Manager.

***Section 4-13. Refusal of Clearance or Use***

The Airport Manager may delay, restrict or prohibit any flight or other operations at the Airport, except for emergency landings, and may refuse takeoff clearance to any aircraft for any reason believed to be justifiable for safety or security reasons.

***Section 4-14. Compliance with FAA Rules and Regulations***

No person shall conduct any aircraft operations in violation of any FAA rules and regulations.

***Section 4-15. Interfering or Tampering with Aircraft***

No person shall interfere or tamper with any aircraft, aircraft parts, instruments, fuel or tools without permission of the owner, or under the specific direction of the Airport Manager in an emergency.

***Section 4-16. Demonstrations Prohibited***

No flight or ground demonstrations shall be conducted at the Airport without the written approval of the Airport Manager.

***Section 4-17. Public Events***

The City reserves the right to temporarily restrict or control activities on the Airport movement area and public areas of the Airport for purposes of aerial and ground demonstrations or for any other public purpose. To the extent practicable, such public events shall be coordinated to minimize impact upon normal Airport operations.

***Section 4-18. NOTAMS and Airport Advisories***

The Airport Manager and/or the Control Tower Supervisor are responsible for the dissemination of NOTAM information pertaining to airfield conditions and airfield lighting. They are also responsible for the dissemination of NOTAM material pertaining to the Control Tower. The Control Tower and/or Airport Manager are authorized to relay airfield conditions, advisories or information concerning outages of airfield lighting to flight service for dissemination as a NOTAM.

***Section 4-19. Tie-down or Storage of Damaged or Dismantled Aircraft***

The prolonged storage of damaged or dismantled aircraft is prohibited. The aircraft owner is required to diligently correct such condition as soon as possible to prevent an unsightly Airport appearance.

***Section 4-20. Airport Movement/Non-movement Areas***

No aircraft or vehicle, with the exception of emergency vehicles, may enter upon the Airport movement area without radio contact with the Control Tower except by express permission of the Airport Manager and after coordination with the Control Tower. Air traffic control service will be provided in the Airport movement area. No air traffic control services will be provided in non-movement areas. It is strongly recommended that all aircraft maintain radio contact with ground control whenever engine(s) are running. Ground control will provide advisory service to the degree possible in non-movement areas and offers an immediate means of contacting emergency services should such services be required.

## **Article 5. Vehicles, Pedestrians, Etc.**

### ***Section 5-1. General Requirements***

No person shall operate a vehicle on the Airport except in accordance with these rules and all federal, state and local law.

- a. Vehicles shall access all airport facilities and businesses from the landside public parking or appropriate gate areas for said facility of business.
- b. When an Airport gate is out of service, vehicles shall access a secondary gate as specified by the out of service notice.
- c. All vehicles shall yield the right of way to aircraft in motion and emergency vehicles.
- d. No vehicle, excluding ground service and emergency vehicles, shall approach closer than one hundred (100) feet to any aircraft whose engines are running.
- e. All vehicles, upon entering or exiting an Airport access gate, shall wait for the gate to completely close behind them before proceeding to their destination so as to not allow the entry of an unauthorized vehicle.

### ***Section 5-2. Licensing, Registration and Insurance***

- a. No person shall operate a motorized vehicle of any kind on the Airport without a valid state operator's license.
- b. All motorized vehicles shall maintain the appropriate type and amount of vehicle liability insurance in accordance with state law.
- c. All motorized vehicles that are not registered for use on public streets must have separate liability coverage in the amount prescribed by the City's Risk Manager and approved by the Airport Manager.

### ***Section 5-3. Control of Vehicles***

- a. No person shall operate or park a vehicle at the Airport in a manner prohibited by signs, pavement markings, or other signals posted by the City or by regulations under this article. The Airport Manager has the authority to regulate or prohibit any class or type of vehicle or other form of transport that operates in the airside area.
- b. No person shall operate or park a vehicle on the airside area without appropriate need for access and possession of valid access privileges.

#### ***Section 5-4. Speed Limits***

All vehicles shall be operated in strict compliance with all posted speed limits at the Airport. The maximum speed limit for all vehicles in the airside, with the exception of authorized municipal and emergency services vehicles in the performance their official duties, is fifteen (15) miles per hour, or less, if conditions warrant to ensure safe operation.

#### ***Section 5-5. Vehicles Operating on Runway and Taxiways***

- a. Only authorized vehicles will be allowed to operate on the air movement area of the Airport. No vehicle shall be operated on the runways and taxiways unless so authorized by the Airport Manager. (A.R.S. 28.624)
- b. Any vehicle authorized to operate on the airport runways or taxiways shall display amber rotating beacon or a 3' x 3' white and orange-checked flag that complies with FAA Advisory Circular 150/5210-5B and is visible to the Control Tower personnel. Exceptions to this rule must be authorized by the Airport Manager.
- c. All vehicles that are authorized to operate on the runways or taxiways must be equipped with a two-way aviation radio, receive a clearance from, and remain in continuous communications with the Control Tower. The installation of a two-way radio does not permit the unauthorized operation of vehicles on runways or taxiways.
- d. If vehicles are not equipped with radios, prior approval must be obtained from the Airport Manager. Additionally, all vehicle operators shall comply with the standard airport light gun signals.

#### ***Section 5-6. Removal of Vehicles***

Persons owning, operating or otherwise responsible for Airport property which contains any portion of the Airport security perimeter (as defined by the Airport Manager), shall operate and maintain all vehicular and pedestrian access points and Airport security perimeter on their property in a manner, acceptable to the Airport Manager, which limits access from their property to the airport to only those persons authorized by the Airport Manager.

#### ***Section 5-7. Airport Perimeter Road***

The Airport perimeter road shall only be used by Airport Administration vehicles, FBO fuel trucks and other vehicles authorized by the Airport Manager.

#### ***Section 5-8. Authority to Remove Vehicles***

The Airport Manager may cause to be removed from any area of the Airport any vehicle which is disabled, abandoned, parked in violation of these regulations, or which presents an operational hazard as determined by the Airport Manager to

any area of the Airport, at the operator's expense and without liability for damage which may result in the course of such movement.

***Section 5-9. Bicycles and Miscellaneous Vehicles***

- a. The use of use of bicycles is permitted in accordance with all applicable regulations set forth herein for vehicles as may apply to bicycles. For safety, bicycles used after dark must be equipped with reflectors and a light.
- b. No person shall use at the Airport any go-cart, go-ped, skateboard, rollerblade, all terrain vehicle or other vehicle not licensed or otherwise permitted by state law for operation on a public street or highway with the exception of golf carts.
- c. This section does not pertain to city vehicles or vehicles used solely for tugging, marshaling, or refueling aircraft.

***Section 5-10. Accidents***

The driver of any vehicle involved in an accident on the Airport, which results in injury or death to any person, or damage to any property, shall immediately stop such vehicle at the scene of the accident; render reasonable assistance to a person injured in the accident, including making arrangement for the transporting of the person to a physician, surgeon or hospital for medical or surgical treatment, if it is apparent that treatment is necessary or if the transporting is requested by the injured person; and give his/her name, address and operator's license and registration number to the person injured, the Airport Manager and to any police officer or witnesses of the accident. The operator of such vehicle shall make a report of such accident in accordance with state law and provide a copy of same to the Airport Manager.

***Section 5-11. Careless Operation, Driving While Intoxicated, Etc.***

No vehicle of any kind shall be operated at the Airport:

- a. In a careless, negligent or reckless manner, or in disregard of the rights and safety of others, or while the driver would be prohibited by law from operating an automobile upon the public streets of the City due to drug or alcohol impairment or influence, or at a speed or in a manner which endangers or is likely to endanger persons or property;
- b. If the vehicle is constructed, equipped or loaded as to endanger or be likely to endanger persons or property, or to result in the load or other materials becoming separated from the vehicle; or
- c. If the vehicle is constructed without operating headlights, tail lights, turn signals, and brake lights during hours of darkness or during inclement weather.

***Section 5-12. Parking Restrictions***

- a. No person shall park or leave any vehicle standing, whether occupied or not, except within a designated parking area.
- b. Aircraft owners and operators shall only park their vehicle in the aircraft storage and parking space designated for their aircraft.
- c. Vehicles parked in an aircraft parking and storage area shall be parked in a manner so as to be completely contained in the aircraft parking or storage space and to not obstruct adjacent aircraft parking and storage areas, or taxilanes unless for the purposes of immediate and temporary loading, unloading, or staging of an aircraft.
- d. The vehicle shall only be parked in a manner that allows the vehicle to be immediately driven or towed away from any nearby aircraft in case of emergency.

***Section 5-13. Volunteer Assistance***

No person shall enter the airside area of the Airport for the purposes of attending, observing or assisting at the scene of an accident except persons authorized by law or otherwise requested or with consent of the Airport Manager or Air Traffic Manager.

***Section 5-14. Pedestrians in the Airside Area***

No person shall walk, stand, or loiter in the airside area if such activity is determined to be an operational or safety concern as determined by the Airport Manager.

***Section 5-15. Vehicle Repair***

- a. No person shall clean or make any repairs to vehicles anywhere on the Airport except those minor repairs necessary to remove such vehicles from the Airport.
- b. No person shall move, interfere or tamper with any vehicle, or take or use any vehicle part, or tool thereof, without the written permission of the owner or satisfactory evidence of the right to do so duly presented to the Airport Manager.

***Section 5-16. Automobiles on Operational Areas***

Vehicles driven by aircraft operators who have been authorized by the Airport Manager to access operational areas shall be subject to the following restrictions:

- a. Enter the Airport through the gate closest to the storage location of your aircraft. Please leave the Airport through the same gate.
- b. All vehicle traffic traveling to or from the South Hangars/Shades and the North Hangar complexes must use Glen Harbor Blvd.
- c. No automobile parking on eastside of terminal.
- d. No parking next to Control Tower.

***Section 5-17. Vendor Vehicles***

All vendor vehicles, tool trucks, snack trucks, etc., are prohibited from the aircraft apron. Such vehicles must initially access Airport businesses from Glen Harbor Blvd and may visit Airport businesses on the airside if escorted by the business operator.

***Section 5-18. Enforcement of Article 5***

- a. The first violation of any of the rules found in Article 5 will result in a verbal warning. The verbal warning will be noted in the tenant's file and/or the verbal warning record book.
- b. The second offense will result in a written notice.
- c. The third offense will result in a suspension of driving privileges on the Airport for one (1) year. After one year, a written request must be submitted to the Airport Manager requesting the reinstatement of driving privileges.

***Section 5-19. Pedestrians Soliciting Rides.***

No person shall stand or walk in, upon or adjacent to a roadway at the Airport for the purpose of soliciting a ride from other vehicles, nor shall any person solicit aircraft rides from any area of the Airport.



# Glendale Municipal Airport

## TENANT/SUBTENANT REQUESTED INSPECTION DATES AND ACKNOWLEDGMENT OF RECEIPT OF, AND CERTIFICATION OF INTENT TO COMPLY WITH, 2004 AIRPORT RULES AND REGULATIONS

In keeping with the notice sent to all tenants and subtenants of the Glendale Municipal Airport ("the Airport") dated July 15, 2011 regarding "Implementation of Inspection Program for Compliance with Airport Rules and Regulations and FAA Requirements" ("the Notice"), please complete and return this form to the Manager of the Glendale Municipal Airport ("the Airport") no later than August 1, 2011. Please return this form either: (i) as a scanned attachment to an e-mail to wfix@glendaleaz.com, (ii) as a fax to 623-872-1278, or (iii) via mail at the following address: Walter L. Fix, A.A.E., Interim Airport Manager, Glendale Municipal Airport, 6801 N. Glen Harbor Blvd., Glendale, AZ 85307.

You received a copy of the Notice because the Airport believes that you currently are an owner, tenant, or subtenant ("Occupant") of one or more hangars, shades, or tiedowns ("Storage Facilities") at the Airport. The Airport is scheduling an inspection of every Storage Facility at the Airport. Each inspection will take place during a weekday between August 15 and September 30 (other than September 5, 2011). Additional details about the inspection program are available in the Notice. This form is intended to facilitate scheduling a mutually convenient time for the inspection of your Storage Facility(ies). If you have any questions about this form or the scheduling of your inspection, please feel free to contact Airport staff at 623-930-2188.

**NAME:**

Please provide your name or the name of the entity in whose name the Storage Facility is held.

\_\_\_\_\_

**STORAGE FACILITY(IES):**

Please provide your hanger, shade, or tiedown number. If you lease more than one Storage Facility, please provide the numbers of all such Storage Facility(ies).

\_\_\_\_\_

**REQUESTED INSPECTION DATE:**

Please provide a weekday date between August 15 and September 30, 2011 (other than September 5, 2011) on which you would like your inspection to occur. You should either be in full compliance with the 2004 Rules and Regulations by your Requested Inspection Date, or provide along with this form your plan for achieving full compliance by December 1, 2011, including a timetable for interim steps for achieving full compliance. We will do our best to schedule the inspection on the requested date, but we cannot guarantee that it will be performed then.

\_\_\_\_\_

**PREFERRED TIME OF INSPECTION:**

Please provide a preferred time, between 8:00 a.m. and 5:00 p.m., weekdays, for the inspection to occur on your requested date. We will try to accommodate this time, but again, cannot guarantee that the inspection will be performed then. The inspection should take no more than 1 hour.

\_\_\_\_\_

**BACKUP INSPECTION DATE AND TIME:**

Please provide a backup date for your inspection. If more than one backup date is provided, please list them in your preferred order.

\_\_\_\_\_

**CONTACT INFORMATION:**

Please provide an e-mail address so that we may contact you regarding scheduling.

\_\_\_\_\_

Please provide a telephone number so that we may contact you regarding scheduling.

\_\_\_\_\_

Please provide a cell phone number for contact on the day of the inspection.

\_\_\_\_\_

**The Airport administration will send you a confirmation e-mail of the inspection date and time.**

By signing this form, I acknowledge that I have been provided with a copy of the Rules and Regulations for the Glendale Municipal Airport (Revised 2004) ("the 2004 Rules and Regulations"), that I understand the 2004 Rules and Regulations as they apply to Occupants, and that I am aware that the Airport will begin strictly enforcing the 2004 Rules and Regulations and FAA requirements on December 1, 2011. I also certify that either: (i) I will be in full compliance with the 2004 Rules and Regulations by the Requested Inspection Date, or (ii) if I do not believe I will be in full compliance with the 2004 Rules and Regulations by the Requested Inspection Date, I have included with this form a plan for achieving full compliance by December 1, 2011, including a timetable for interim steps for achieving full compliance.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_