

Yakima Air Terminal - McAllister Field Operating Rules, Regulations and Minimum Standards

July 22, 2008 Edition



TABLE OF CONTENTS

Chapter 1 - Authority and Application of Policy	Page 2
Chapter 2 – Definitions	Page 4
Chapter 3 - General Operations	Page 9
Chapter 4 - Use of Facilities	Page 11
Chapter 5 - Vehicle Operations and Parking Procedures	Page 14
Chapter 6 - Fire and Safety	Page 16
Chapter 7 - Fueling Operations	Page 19
Chapter 8 - Aircraft Operations	Page 20
Chapter 9 - Commercial Operations, Leases and Concessions	Page 22
Chapter 10 -Minimum Standards for Fixed Base Operators	Page 30
Chapter 11 –Specialized Aviation Service Operations (SASO)	Page 41
Chapter 12 - Development Standards	Page 44
Chapter 13 - Special Events	Page 48

CHAPTER 1 AUTHORITY AND APPLICATION OF POLICIES AND STANDARDS

1.1 General These Rules and Regulations shall supersede all previous Rules and Regulations of the Yakima Airport. The Airport Board reserves the right to make any additions, deletions or corrections to these Rules and Regulations. In any instance in which these Rules may be or become inconsistent with Federal Aviation Regulations or any other governmental agency then these Rules shall be void as to the conflict. No part of these Rules shall be construed as license or authorization to deviate from Federal Aviation or TSA Regulations.

All persons conducting commercial activities at the airport shall, as a condition of conducting such activities, comply with all the requirements set forth in these policies. The minimum standards are deemed to be a part of each commercial airport operator's lease, license, permit or agreement, unless any such provisions are expressly waived or modified by the Airport Board or Airport Manager in writing. The mere omission of any particular standard in a lease, license, permit or agreement shall not constitute a waiver or modification of the standard unless the document expressly states that the Airport Board waives application of policy.

1.2 Applicability The adoption of minimum standards for the airport is intended to comply with federal law prohibiting the grant of exclusive rights to use an airport that has received federal funding through Airport Improvement Plan (AIP) funds. The adoption of minimum standards is highly recommended by the FAA as a means to comply with federal law and regulations concerning exclusive rights. The FAA does not require the adoption of minimum standards. The Airport Board intends to comply with federal law and in particular FAA Advisory Circular 150/5190-6 (Exclusive Rights and Minimum Standards for Commercial Aeronautical Activities, effective April 7, 2000) or as amended in the future.

1.3 Purpose Policies and Standards are intended to help meet the Airport Board's goals. These include developing aviation as an integral part of Washington's transportation network, creating and implementing strategies to protect and improve Washington's aviation system, encouraging aviation-related economic development, supporting aviation safety and education, and increasing commercial air service and general aviation at Yakima. These policies set forth were adopted to ensure that:

- (1) Any person who uses or accesses airport property or facilities for commercial activity shall compensate the airport at fair market value (fair market rent) for such use and privileges.
- (2) No person receives a competitive advantage through free or less-than-fair market value (rent) to utilize airport facilities when other comparable commercial, or private operators are compensating the airport at fair market value (rent) for the same use.

(3) Airport public areas, roads, taxiways, runways, and aprons remain available and open for public aeronautical use subject to airport rules.

1.4 Activities Not Covered by Policies and Standards Activities with no specific minimum standard in this policy will be addressed by the Airport Manager on a case-by-case basis in the tenant's written lease, license, permit or agreement.

1.5 Multiple Services When a commercial operator conducts multiple activities pursuant to one lease, license, agreement or permit, the commercial operator shall comply with the minimum standards established for each separate activity or SASO. If the minimum standards for one activity are inconsistent with the minimum standards for another activity, then the minimum standard(s) that is (are) more restrictive or imposes a higher standard shall apply.

1.6 Waivers or Modifications The Airport Board may waive or modify any portion of these minimum standards for the benefit of a government agency performing non-profit public services, fire protection or emergency response operations. The Airport Manager may waive, for a period not to exceed thirty days, the portion of these minimum standards which limit the providing of retail fuel/oil sales and/or airframe and power plant maintenance services to only an FBO. The Airport Manager may waive or modify any portion of these minimum standards when it is determined that such a waiver is in the best interest of the public and will not result in discrimination against other commercial operators at the airport.

CHAPTER 2 DEFINITIONS

The following words and terms, when used in this document shall have the following meanings unless the context clearly indicates otherwise.

2.1 AGL - Above ground level at a specific location, usually expressed in feet or meters.

2.2 Aeronautical Activity – Any activity or service conducted at the airport that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, on-demand operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance.

2.3 Air Carrier – A business using the airport for the transport of passengers or goods and operating the business under the terms and conditions of FAR Part 121.

2.4 Air Crew – See Flight Crew.

2.5 Aircraft – Also Airplane, Balloon, Ultra light, Helicopter. Any contrivance now known or hereafter invented and used for navigation and flight in air or space.

2.6 Aircraft Emergency – A problem or condition involving an aircraft in flight or on the ground that could endanger lives or property. An aircraft emergency can be declared by a pilot, air traffic control personnel or other employees responsible for the safe operation of aircraft at the airport.

2.7 Aircraft Fuel – All flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating internal combustion, jet, or turbine engine, which meet the standards of ASTM D910-Latest (AVGAS) and D1 655-Latest (Jet A).

2.8 Aircraft Maintenance – Any work performed on an aircraft by a pilot, owner, or mechanic other than the routine cleaning, upkeep and servicing of an aircraft in preparation for flight.

2.9 Aircraft Movement Area – The runways, taxiways, approach and other aircraft maneuvering areas of the airport that are used for aircraft taxi, hover taxi, landings, takeoffs exclusive of loading ramps and aircraft parking areas.

2.10 Aircraft Non-Movement Area – All other areas of the airport within the security perimeter fence, other than movement or safety areas, including loading ramps, service roads, aircraft parking ramps, and the like, that have direct access to the movement or safety areas.

2.11 Aircraft Operation – An aircraft takeoff, landing, or transiting the Class D airspace.

2.12 Aircraft Operator – Any person, who operates, pilots, controls, owns or maintains an aircraft.

2.13 Aircraft Rental – The commercial operation of renting or leasing aircraft to the public for compensation.

2.14 Aircraft Sales – The sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

2.15 Aircraft Parking and Storage Areas – Those hangar and apron locations of the airport designated by the airport for the parking and storage of aircraft. These areas include “tie-down” aprons equipped with tie down rings that are used to secure lightweight aircraft during windy conditions.

2.16 Airframe and Power Plant Maintenance – The commercial operation of providing airframe and power plant services, which includes any of the following: the repair, maintenance, inspection, construction, modifications, or alterations to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories.

2.17 Airport – All of the land, improvements, facilities and developments within the boundaries of the Yakima Air Terminal (airport).

2.18 Airport Access Areas - Any area of land inside of the airport fence.

2.19 Airport Authority – The Airport Authority is the Yakima Air Terminal Airport Board. The Board may delegate the Airport Manager with certain authorities on their behalf.

2.20 Airport Certification Manual – The FAA approved document containing the operating standards and procedures of the airport as prescribed in FAR Part 139.

2.21 Airport Industrial Area – An area within airport property dedicated to a variety of industrial uses. Generally, these areas are not necessarily aviation related.

2.22 Airport Layout Plan – (ALP) – A graphic presentation to scale of existing and proposed airport facilities, their location on the airport and the pertinent clearance and dimensional information required to show conformance with applicable standards. A current ALP approved by the FAA is a prerequisite to FAA approval of federal funding in support of any airport capital improvement project.

2.23 Airport Minimum Standards – A document adopted and formally approved by the airport authority within which are detailed provisions outlining the minimum standards acceptable by the airport authority for businesses or firms aspiring to conduct business operations on the airport.

2.24 Airport Movement Area – See Aircraft Movement Area.

2.25 Airport Operations Area – (AOA) – Any area of the airport used for landing, takeoff or surface maneuvering of aircraft, including the hangars, navigation, and communication facilities. The AOA is considered a restricted area and is off-limits to the general public.

2.26 Airport Operations Supervisor – means the official appointed by the Airport Manager responsible for the daily operation, including but not limited to facilities, maintenance, security and Aircraft Rescue and Firefighting.

2.27 Airport Property – All real estate and personal property owned by the City and County of Yakima under the jurisdiction of the Yakima Air Terminal Board as described in the joint use agreement.

2.28 Airport Rules and Regulations – A document adopted and formally approved by the airport authority within which are detailed provisions for the safe, orderly and efficient operation of the airport which may be combined with the Airport Minimum Standards document into a single, all-inclusive text.

2.29 Airport Terminal - See Terminal.

2.30 Airside – See Airport Operations Area.

2.31 Air Traffic Control Tower - Also ATCT, Control Tower –Air traffic control tower as sanctioned and certified by the FAA for the control, separation and movement of aircraft in the air or on the ground. ATCs can be either staffed by FAA employees or by FAA-sanctioned contract civilian (private enterprise).

2.32 Apron - Also Ramp, Tarmac - Those areas of the airport, both public and private/leased, designated by the Airport Manager for the parking or storage of aircraft. As a rule, these areas are usually restricted and involve activities such as enplaning and deplaning passengers, servicing aircraft, air cargo movements and general aviation activities.

2.33 ARFF – Aircraft Rescue and Firefighting includes the personnel, equipment and facilities on the airport dedicated to dealing with aircraft accidents/incidents and all rescue tasks.

2.34 ATC - Air traffic control, as established by the FAA includes personnel, equipment, facilities and services provided by the FAA or by other private enterprise business firms under contract to the FAA or the Airport Authority.

2.35 Based Aircraft - Any aircraft whose “home base” or “permanent residency” is identified with a specific airport.

2.36 Commercial Activity – The conduct of any aspect of a business, concession, operation, or agency in order to provide goods or services to any person for compensation, for profit or hire. An activity is not considered a commercial activity if the business is nonprofit, charitable, or tax exempt.

2.37 Commercial Aviation Business - Also Commercial Operation/Aviation Operator, Aviation Service Operator – Any person or organization engaged and licensed to conduct such business by virtue of a contract or agreement with the airport authority. The business may be directly associated with aircraft and aviation activities or may be associated with non-aviation activities such as concessionaires. Non Aeronautical Commercial Businesses would include, but not be limited to concessionaires such as car rentals, taxis, restaurants, vending machine operators and retail stores.

2.38 Emergency Vehicles - Vehicles that are appropriately painted, marked, lighted and escorted or used by airport officials or appropriate emergency agencies in response to an emergency situation.

2.39 Engine Run-Up - The operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of the aircraft. Engine run-up is usually associated with relatively high power settings needed to check out the performance of an aircraft engine prior to take off.

2.40 FAA - Federal Aviation Administration.

2.41 FAR - Federal Aviation Regulations as written, approved and published by the FAA.

2.42 FBO - Fixed Base Operator, which further means a Commercial Aviation Business engaged in the enterprise of supplying transient and home-based aircraft services authorized and licensed by the airport authority. FBO services may include, but are not limited to aircraft fueling, flight training, aircraft sales, airframe and power plant repair and maintenance, aircraft storage, hanger rental, aircraft rental and air charter services.

2.43 Flight Crew - Persons authorized to pilot, maintain or provide in flight aircraft services. Flight crews include, but are not limited to pilots, flight examiners, flight instructors, flight attendants, crew chiefs, flight engineers and navigators.

2.44 Fuel Servicing Vehicle - Any motor vehicle used for transporting, handling or dispensing aviation fuel, oils or lubricants or as defined in Board resolution YMC 1.92.

2.45 Fuel Storage Area - Also Fuel Farm - Those facilities where aviation fuel and other types of fuel are stored. These facilities must be in areas designated, inspected and approved by the Airport Manager and meet minimum standards for the safe storage and handling of fuel.

2.46 General Aviation - All categories and types of aviation/aircraft in the U.S. except for certified air carriers (under FAR Part 121) and Department of Defense (Military) and Department of Homeland Security Aviation/Aircraft.

2.47 Master Plan - The airport master plan includes the current and future official concept of the development of the airport. It presents the research and logic from which the plan evolved and displays the plan in written and graphic form. It typically presents schedules of proposed development in the 0-5, 6-10 and 11-20 year time periods.

2.48 Mogas - Automobile fuel

2.49 NOTAM - Notice to Airman as issued by a representative of the FAA, the Airport Manager or other authorized representative, giving updated information regarding airport operations.

2.50 Restricted Area - Areas closed to access by the general public. These are limited access areas that the airport authority or the FAA/TSA has restricted due to security or safety. These areas include, but are not limited to the AOA, airport perimeter roadways, fenced-in areas, aircraft hangars and maintenance shops, military areas, fuel storage areas and hazardous materials storage areas.

2.51 Runway - An area of the airport developed and improved for the purpose of accommodating the landing and take-off of aircraft.

2.52 SASO - Specialized Aviation Service Operation, which allows a single commercial aviation service use on the airport as approved by the Airport Authority.

2.53 Security Identification Display Area (SIDA)/Security Area - That portion of the AOA where each person is required to continuously display, on an outermost garment (above the waist) an airport approved identification badge. Any person observed in the SIDA not displaying the identification badge and not accompanied by an airport approved escort must be promptly reported to a security officer or other designated authority.

2.54 Taxi-lane - An area of the airport developed and improved for the purpose of maneuvering aircraft between taxiways and aircraft parking positions.

2.55 Taxiway - An area of the airport developed and improved for the purpose of maneuvering aircraft on the ground between runways and aprons and between other parts of the airport.

2.56 Tenant - An entity having a written lease, rental agreement or other agreement with the Yakima Air Terminal which grants that entity certain rights and privileges on the airport.

2.57 Tie-down Area - See Aircraft Parking and Storage Area.

2.58 IFC - The International Fire Code as adopted or amended by the State of Washington, Yakima County, the City of Yakima, or the Airport Authority.

CHAPTER 3 GENERAL OPERATIONS

3.1 Airport Activities All activities and/or business on the Airport shall be conducted in conformity with these Rules, Regulations, and Minimum Standards, and any amendments, supplements, changes, and additions thereto.

3.2 Risk and Responsibility All persons shall use this facility at their own risk. The Yakima Air Terminal assumes no responsibility for injury or damage to persons or property stored on or using the airport facilities because of injury to persons while on or using the airport or its facilities.

3.3 Obligation of User The user of the airport or any of its facilities in any manner shall create an obligation by the user to abide by or obey any and all of the regulations provided herein.

3.4 Awareness of these Rules, Regulations and Minimum Standards All persons licensed to do business on or conducting operations of any kind at the airport shall keep a current copy of these Rules and Regulations in their offices or place of business and make it readily available to all persons. Failure to abide by these Rules and Regulations and Minimum Standards could be grounds for lease termination.

3.5 Public Usage The airport shall be open for public use at all times subject to regulation or restriction due to weather, emergencies, landing area conditions, special events and like causes as may be determined by the Airport Manager or his/her designate, and revocation of the right to use for violation of these Rules and Regulations and Minimum Standards as herein provided.

3.6 Common Use Airport Areas The following are designated as common use areas: landing areas and other movement areas, markings, lights, and other visual aid areas for aircraft guidance, electronic communications equipment areas, and structures or mechanisms having a similar purpose for guiding, disseminating or controlling aircraft, together with such aprons, ramps and tie-down areas which shall be held for use in common by all persons flying or operating aircraft on the airport. These areas shall be kept clear unless specifically assigned by the Airport Manager or his/her designate. No person shall use any common area for parking, storing, repairing, servicing or "self" fueling aircraft or for any purpose other than flying and operating unless prior consent or authorization has been obtained from the Airport Manager or his/her designate. Common use areas are subject to change.

3.7 Responsible Use The Airport Manager or his/her designee may, at any time, take such action as may be deemed necessary in order to safeguard the public or property on the airport. Any person causing damage of any kind to the airport or any airport fixtures shall be liable to the Yakima Air Terminal for such damage, and may be subject to prosecution under appropriate articles of Federal, State or local law.

3.8 Special Events Special events such as air shows, air races, fly-ins, sky-diving and all special events requiring the general use of the airport shall be held only upon prior approval of the Airport Manager and on such dates, in such areas, and upon such terms and conditions as shall be specified by the Airport Board.

3.9 Indemnification The operator shall defend, indemnify and hold harmless the City and County of Yakima, Yakima Air Terminal and its employees, agents, representatives, successors and assigns (“the Indemnified Parties”) from and against all costs, expenses (including reasonable attorney’s fees, expenses of litigation and investigation, and court costs), liabilities, damages, claims, suits, judgments, actions, and causes of actions whatsoever (collectively, “Claims”) resulting from or concerning the conduct of the operator’s commercial aeronautical service at the airport, to the extent arising directly or indirectly out of (a) any failure of the operator to comply with these Minimum Standards; (b) any breach of the Lease or Permit by the operator, its agents, employees or contractors; (c) any false representation or warranty made by the operator in making an application to conduct business on the airport or in the Lease or Permit; (d) any negligent act or omission or willful misconduct of the operator, or its agents, employees or contractors. The operator shall assume on behalf of the Indemnified Parties and conduct with due diligence and in good faith the defense of all claims against any of the Indemnified Parties. The operator may contest the validity of any claims, in the name of the operator or the Indemnified Parties, as operator may in good faith deem appropriate, provided the expenses thereof shall be provided by the operator.

3.10 Emergency Procedures All emergency procedures and practices will be in accordance with the Yakima Air Terminal Emergency Action Plan dated 7 January, 2005 or latest edition.

CHAPTER 4 USE OF FACILITIES

4.1 Permit for Use of Facilities No person shall use the Yakima Air Terminal as a base or terminal for commercial aviation activities or conduct any business or concession upon the airport or upon any land acquired by the Yakima Air Terminal for use in connection with said airport, or upon or in any of the buildings, structures, land, parking places, walkways, roadways or other facilities used or operated in connection with said airport, without first entering into a lease or use agreement approved by the Airport Board.

4.2 General Appearance: All facilities will present a generally neat, clean, and orderly appearance. Vehicles, equipment, aircraft, or other aviation or non aviation materials will not be stored outdoors that detracts from the overall image and appearance of the airport without permission from the Airport Manager and/or the addition of adequate blinds, screens, or other devices that eliminate the vehicles, equipment, or materials from view.

4.3 Operational Use: All facilities and property on the Yakima Air Terminal shall be used for aeronautical operations. This requirement may be waived on a case by case basis.

4.4 Soliciting No person shall solicit funds for any purpose on the airport without permission of the Airport Manager.

4.5 Advertisements No person shall post, distribute, or display signs, advertisements, circulars, printed or written matter at the airport without the prior approval of the Airport Board and/or Airport Manager, and only in such a manner as prescribed, except within lessee's buildings.

4.6 No Firearms of Hunting No persons shall hunt for game nor carry firearms, explosives, or incendiary materials, or discharge any firearm or other explosive on airport property except authorized law enforcement officers, authorized airport personnel, and members of the armed forces of the United States, on official duty. POSSESSION EXCEPTION: Persons transporting hunting weapons, or maintaining weapons in aircraft survival kits, or those persons lawfully permitted to carry firearms. These conditions are elements of Federal law. By law persons are not even permitted to joke about the presence of firearms and/or explosives. This pertains particularly to the sterile security screening process.

4.7 Delinquent Payments Any person delinquent in payment for the use of airport facilities may be removed from the airport and denied further usage until such delinquency is corrected. The Airport Board reserves the right to exercise all those rights and remedies provided to it by Chapter 14.08 of the Revised Code of Washington, or other applicable or hereafter amended R.C.W.'s.

4.8 Pets on a Leash All pets are required to be on a leash.

4.9 Intoxication No person under the influence of liquor or narcotic drugs shall operate a motor vehicle or aircraft of any kind on the airport. Violators will be subject to citation and/or arrest by law enforcement authorities.

4.10 Disorderly Conduct No person shall commit any disorderly, obscene or indecent act or commit a nuisance on the airport. Violators will be subject to citation and/or arrest by law enforcement authorities.

4.11 Explosives The loading, unloading and transporting of explosives or incendiary materials will be accomplished in designated areas and routes prescribed and approved by the Airport Manager. Prior notification is required.

4.12 Preservation of Property No person shall:

- A. Dispose of garbage, refuse or other waste material on the airport except in the manner prescribed and in the receptacles provided for that purpose.
- B. Use a portable comfort station in other than a clean and sanitary manner, and only in conjunction with a construction project, or special event.
- C. Destroy, injure, deface or disturb in any way any buildings, signs, equipment, markers, or other structures, flowers, lawn or other public property on the airport.
- D. Trespass on lawns and any agricultural areas of the airport whether summer fallow or planted for harvest.
- E. Abandon any personal property on the airport.
- F. Interfere or tamper with any aircraft or start the engine of such aircraft unless authorized to do so.

(COST OF REPAIRS FOR ABOVE RELATED DAMAGES WILL BE BORNE BY OFFENDER.)

4.13 Aircraft Maintenance Aircraft repairs shall be made only on the leased sites where permitted. All maintenance will be performed inside where facilities exist unless permission is obtained from the Airport Manager. Preventive maintenance of aircraft as outlined in FAR 43, appendix A (c) may be performed on owner's aircraft. Annual inspections performed on occupant's aircraft while stored in the hangar are permitted. Construction of EAA type aircraft by hangar owner is permitted with certain reservations: no open flames or torch welding, no arc welding, no grinding of metal which could ignite a fire and no spray painting (other than in an approved paint booth). All aspects of safety must be considered when undertaking any project in the hangars and all fire code and building codes must be complied with.

4.14 Construction No construction will be initiated until the interested person, company or contractor has obtained written permission from the Airport Manager.

4.15 Indemnification Any Lessee bringing an animal onto airport property, or any person holding a farm lease or other lease permitting livestock on airport property agrees to fully indemnify, defend, save and hold harmless the City and County of Yakima, the Airport Board and their officers, agents and employees from and against all losses, damages, claims, liabilities and causes of action of every kind or character and nature, as well as costs and fees, including reasonable attorney's fees connected therewith and expenses of the investigation thereof, based upon or arising out of damages or injuries to third persons or property caused by the negligence of the person. The Yakima Air Terminal shall give to the person prompt and reasonable written notice of any claims or

action and the person shall have the right to investigate, compromise and defend same to the extent of the person's interest.

4.16 Hangars

- A. Definition - Hangar is defined as an aircraft storage building, individually compartmentalized and is leased or owned.
- B. General - In addition to all Rules, Regulations and Minimum Standards set forth in other sections, the following shall also apply to tenants of hangars.
- C. Parking of automobiles on the hangar ramp is prohibited. A tenant may park his/her automobile in his/her aircraft hangar or in designated parking areas.
- D. Aircraft are not to be parked in the taxi lane.
- E. Rented hangars shall be designated for aircraft storage only, i.e., storage of aircraft and associated equipment only.
- F. No aircraft shall be fueled while in a hangar.
- G. Paint, fuel (other than fuel in aircraft fuel tanks), oil, solvents or other flammable or volatile materials shall be stored in approved fireproof containers as identified in the International Fire Code.
- H. No spray painting or welding operations shall be conducted in the hangar unless the facility meets the requirements of NFPA 409.
- I. The use of flammable and/or volatile liquids for the cleaning of aircraft or parts in the hangar must strictly comply with the requirements of NFPA 409.
- J. No aircraft engine shall be operated inside any hangar. The aircraft shall be towed out and turned (away) from the hangar before starting.
- K. Hangar floors and the immediate area shall be kept clean and free from oil and debris. Use of drip pans is highly recommended.
- M. No trash, paper, or oily rags shall be permitted to accumulate in hangars as to create a fire hazard. Such materials must be properly disposed of.

CHAPTER 5 VEHICLE OPERATIONS

5.1 Vehicles and Traffic For the purpose of these regulations, vehicles shall be defined as all conveyances, except aircraft, used on the ground to transport persons, cargo or equipment. All vehicles shall be operated on the Airport in accordance with YMC 1.92 and the following general rules, except when given special instructions by the Airport Manager or in cases of emergency involving danger to life or property.

A. No motor vehicles, other than support vehicles, shall be permitted on ramp areas except for the loading of aircraft passengers or baggage or access to individuals hangar. Such vehicles must display proper identification as required by the Airport Manager and have his/her prior authorization.

B. No unlicensed vehicle or driver shall operate on the Airport without the specific authorization of the Airport Manager or his/her designee.

5.2 Vehicular Parking

A. Vehicular parking shall be in accordance with YMC 1.92 and the following.

No persons shall park any motor vehicle on the Airport:

1. in a space reserved for a specific purpose or
2. overtime in spaces posted with a time limitation; or
3. on any grass area (unless approved by Airport Manager); or
4. on or along any Airport roadways; or
5. in front of any hangar; as to block the right-of-way of any aircraft operating on the taxiway: or
6. for the purpose of abandonment (any vehicle parked over ten (10) days without express approval of the Airport Manager); or
7. other than in the manner and place prescribed by the Airport Manager.

B. Exceptions to (A), above:

1. Service and delivery vehicles may park in front of a hangar, for the purpose of making deliveries, then only long enough to make such deliveries.
2. Tenants of hangars may park their own vehicles in their hangar when aircraft is absent.

C. Persons parking vehicles on the Airport do so at their own risk.

D. All Airport lessees shall provide adequate vehicular parking area for their clients, visitors and/or employees within their leased area.

5.3 Vehicle use in Airport Operations Areas (AOAs) All vehicles shall be operated on the airport in accordance with FAR Part 139.329, and YMC 1.92. The following general rules apply, except when given special instructions by the Airport Manager, or his/her designate, or in cases of emergency involving danger to life or property. Violations of these rules could cause revocation of driving privileges on the airport:

A. No motor vehicles, other than support vehicles, shall be permitted on ramp areas except for the loading of aircraft, passengers or baggage or access to individuals hangar. Such vehicles must display proper identification as required by Yakima Air Terminal and have prior authorization.

B. Only persons who have satisfactorily completed the Yakima Air Terminal Ground Vehicle Operations training course and have been issued a Permit to Operate Ground Vehicles shall be authorized to operate ground vehicles on the movement areas, safety areas, or non movement areas with direct access to the movement areas or safety areas of the Yakima Air Terminal. During operations **on the movement or safety areas** all vehicles must have an operating amber rotating beacon or strobe and a radio capable of communicating with the Yakima ATCT or be escorted by a vehicle that does.

C. Any violation of this subchapter including but not limited to operation in an unauthorized area, switching short term vehicle passes to a non-authorized vehicle, or having vehicles not properly identified will subject the violator to revocation of the authorization to operate a vehicle at the airport.

CHAPTER 6 FIRE AND SAFETY

6.1 Right of Inspection - The Airport Manager and/or his designee, shall have the right to inspect any area, facility, building, vehicle, aircraft or objects on the airport premises to ensure compliance with Yakima Air Terminal regulations, the International Fire Code (IFC), the applicable standards of the National Fire Protection Association (NFPA), and all other applicable Federal, State or local regulations pertaining to fire and life safety. The inspection of the premises will be made in the presence of the Lessee or owner, or his/her designee.

6.2 Emergency Access - To assure prompt and effective rescue and fire suppression operations, it shall be the responsibility of all tenants and lessees to provide a means for rapid, 24-hour per day access to all buildings or facilities located on the Yakima Air Terminal.

6.3 Adoption of Fire Protection Code - For the purpose of establishing and enforcing standardized regulations relative to fire protection, it shall be stated herein that the Yakima Air Terminal hereby adopts and recognizes the International Fire Code (IFC) and the applicable standards of the National Fire Protection Agency (NFPA). The airport shall use applicable elements of IFC and NFPA standards in construction and the enforcement of Airport fire protection regulations. Compliance and enforcement shall be conducted in association with local and State Fire Marshall Offices.

6.4 Cleaning of Aircraft, Vehicles, Equipment, and/or Accessories

No person shall use flammable or volatile materials in the cleaning of aircraft, vehicles, equipment or accessories unless such cleaning operations are conducted in open areas as designated or in a room specifically set aside for this purpose. Said room must be properly fireproofed and/or mechanically ventilated and equipped with adequate, readily accessible fire extinguishing apparatus.

6.5 Open Flame Operations No personnel shall conduct any open flame operations in any hangar, or building, or part thereof unless all requirements of NFPA 410 are met. This shall also include electric heater elements when fuel vapors are present.

6.6 Storage and Transportation of Flammable Materials No persons shall keep or store any flammable materials on the Airport or in any building on the Airport except in the following manner:

- A. In proper receptacles installed in the aircraft.
- B. In rooms and areas approved by the Fire Marshall.
- C. In the case of lubricating oils in hangars, the maximum amount is one case (4 gallons) or its equivalent in approved containers.
- D. Bulk fuels and other flammable materials must be transported into the airport in tank trucks or other acceptable containers approved by the fire underwriter's code.

6.7 Refuse and Waste Lessees shall provide suitable metal receptacles with covers for the storage of oil, waste, waste oil, rags and other rubbish.

6.8 Cleaning Fluids No person shall use volatile flammable substances for cleaning floors, etc., in the hangars or other buildings on the airport.

6.9 Floor Care All lessees shall keep floors of hangars, aprons, other buildings and adjacent areas free from oil, grease and other flammable materials.

6.10 Painting Painting and associated processes shall only be conducted in properly designated, fireproof and ventilated rooms or buildings in which all illumination, wiring, heating, ventilating equipment switches, outlets and fixtures shall be spark-and-vapor-proof in accordance with the appropriate codes and regulations of the City and County of Yakima, NIPPA 409, 410 and IFC as adopted by the State of Washington. No spray painting operation shall be conducted in non-approved Hangars.

6.11 Fueling Operations No fueling operations shall be conducted in any building on the Airport. This provision does not relate to air carriers or others operating in accordance with approved FAA procedures.

A. No aircraft shall be fueled or defueled with:

1. engine running
2. occupants aboard
3. avionics or electrical equipment "on"

B. During fueling or defueling, the aircraft and dispensing apparatus shall be grounded to a point or points of zero electrical potential.

C. Fueling hoses and equipment shall be maintained in a safe, non-leaking condition and all dispensed fuel will be pre-filtered.

D. All fueling operations will comply with Washington State Department of Labor and Industries "Petroleum safety orders and handling," and any other applicable law or regulation.

6.12 Changing of Oil Persons changing oil in aircraft engines shall be responsible for the disposition of the waste oil. Because of ecology and contamination, no oil will be disposed of on the Airport in any manner other than containers or methods approved by the Fire Inspector.

6.13 Smoking No smoking will be permitted within 100 feet of aircraft being fueled or defueled. Otherwise smoking is not permitted within a distance of 50 feet. Smoking will not be permitted in hangars except in areas so designated.

6.14 Fire Apparatus All tenants of shop space or hangars shall supply and maintain adequate and accessible fire extinguishing equipment. Tenants shall be familiar with the use of their fire extinguishing equipment.

- A. The airport will maintain fire apparatus in accordance with FAR Part 139.
- B. In case of an aviation crash or fire, persons should contact 911, the air traffic control tower (via aviation radio), or airport operations (via telephone). This shall apply to all property and persons on the airport or airport industrial park properties.
- C. No persons shall proceed to an incident site unless they have a specific and valid reason to be involved at the incident site such as:
 - 1. A member of an emergency response agency that has been specifically requested to respond to the given emergency; or
 - 2. Authorized by the designated Incident Commander to respond to the incident site.

CHAPTER 7 FUELING OPERATIONS

7.1 Fueling All fueling operations shall conform to the provisions of the National Fire Protection Association, Inc., NFPA Manual 407, "Aircraft Fuel Servicing," YMC 1.92, and the City Fire Code. In addition, it is the responsibility of those engaged in fueling aircraft to ensure compliance with the following:

- A. Fuel storage areas will be properly posted with warning placards as required by the City Fire Department and/or Airport Manager.
- B. Each person engaged in fueling or defueling shall exercise care to prevent the overflow of fuel, and must have readily accessible sorbent materials and adequate fire extinguishers.
- C. Each fueling vehicle, fuel station, or self-fueling facility must maintain an adequate supply of fuel absorbent material to contain a fuel spill of up to 25 gallons.
- D. No General Aviation Aircraft shall be fueled or defueled with main engine running or Occupants aboard other than required flight crew.

7.2 Aircraft owner self-fueling:

- A. Individuals refueling their own aircraft from their own containers shall conduct such operations in designated areas using the approved equipment and procedures.
- B. Those aircraft owners shall strictly adhere to the following rules governing self-fueling:
 - 1. All aircraft shall be fueled only in the area designated for self-fueling by the Airport Manager. This area will have fire extinguishers and grounding and bonding cables.
 - 2. Both the approved fueling equipment and the fuel shall be brought to the designated self-fueling area only at the time said fueling is to be accomplished.

CHAPTER 8 AIRCRAFT OPERATIONS

8.1 Aeronautical Activities - All aeronautical activities at Yakima Air Terminal, and all flying of aircraft departing from or arriving at the airport shall be conducted in conformity with all FAA Regulations.

8.2 Management Authority - The Airport Manager or his/her designate shall at all times have the authority to take such action as may be necessary to safeguard the public. "Notice to Airmen" (NOTAM's) will be published to alert users in accordance with FAA regulations of any changes affecting air operations.

8.3 Aircraft Accidents - The operator of any aircraft involved in an accident at the Airport which causes bodily injury or property damage shall, in addition to all other reports required by FAA and other agencies, make a prompt and complete written report concerning the accident to the Administration office with 24 hours.

8.4 Disabled Aircraft - Subject to compliance with appropriate federal regulations, the aircraft owner shall be responsible for the prompt removal of all disabled aircraft, and parts of the disabled aircraft, from the airport, as reasonably directed by the Airport Manager or authorized representative.

8.5 Certification of Aircraft - All aircraft operating at the airport must be certified or registered with the appropriate Federal, State, and local authorities.

8.6 NOTAMs - Airport Operations has primary responsibility for issuing Notices to Airmen (NOTAMs) in accordance with FAR, Part 139, advising conditions affecting the safe and efficient operation of the airport. NOTAMs will be coordinated with the Control Tower and distributed to tenants by Airport Operations.

8.7 Ground Operation - Taxing, Towing and Parking No person shall taxi or tow an aircraft at the airport unless it is ascertained that there is no danger of collision with persons or objects. Aircraft must be taxied or moved with caution and at no time faster than 15 MPH. Aircraft not equipped with wheel brakes must have wing walkers when taxiing in the areas of buildings or around other aircraft. All air carrier aircraft taxiing into a parking position must be under the guidance of a marshaller. In addition, ATCT clearance must be obtained for operations in movement areas.

8.8 Parking No person shall park an aircraft except in the areas designated by the Airport Manager. Any aircraft parked in unauthorized areas may be removed at the direction of the Airport Manager at the risk and expense of the owner/operator thereof.

A. Each tenant/lessee shall be responsible for the orderly parking of aircraft and for the cleanliness of the area they use.

B. Each aircraft owner will be responsible for the aircraft's security of tie down and all mechanisms of fastening.

C. Each aircraft owner shall pay a fee for each overnight period in accordance with Board resolution 12-83-002.

D. It will be the responsibility of the aircraft's operator to contain oil or fuel leakage of a parked aircraft. Repairs of any damage resulting from failure to observe proper containment of such leaks shall be made at the expense of the aircraft's owner. All such leaks must be reported immediately to airport staff.

E. No aircraft shall be left unattended on the airport unless properly tied down or within a hangar. Owners of such aircraft will be held responsible for any damage resulting from failure to comply with this rule.

F. Each aircraft owner shall be required to complete an appropriate agreement for their assigned ramp tie-down space.

G. Aircraft left moored will be in an airworthy condition

8.9 Engine Operation - No aircraft engine shall be operated on the ramp unless a pilot or certified airframe and power plant mechanic qualified to run the engines of that particular type aircraft, is at the controls and chocks have been placed in front of the wheels and the aircraft has set adequate parking brakes. No person may operate the engine of an aircraft parked on the ramp in a manner that may cause injury to persons, damage to property or endanger the safety of the airport operations conducted on the ramp area.

Please Note: This paragraph may not apply to aircraft which was built without an electrical system; however it is the responsibility of the operator to properly secure the aircraft for a safe starting of the aircraft.

8.10 Ground Operation - Snow Removal: Snow removal will be in accordance with the Yakima Air Terminal snow removal plan in the Airport Certification Manual.

CHAPTER 9 COMMERCIAL OPERATIONS, LEASES AND CONCESSIONS

9.1 General The Yakima Air Terminal is owned by the City of Yakima and Yakima County, Washington and operated by the Airport Board of Directors in accordance with RCW 14.08. The following commercial minimum standards and requirements have been established in the public interest, to permit the safe and efficient operation of the airport and to enhance its orderly growth. These standards shall be administered on fair and reasonable terms in accordance with the provisions of Section 308 of the Federal Aviation Act, Title VI of the Civil Rights Act of 1964 and Part 15 of the Federal Aviation Regulations. Your full cooperation and compliance are solicited.

Subject to applicable order, certificates or permits of the FAA, no person shall use the airport, or any portion thereof, or any of its improvements or facilities for revenue-producing commercial business, or aeronautical activities who has not first complied with these Rules, Regulations and Minimum Standards and obtained the consent and all appropriate permits and licenses for such activities from the Yakima Air Terminal and entered into such written leases and other agreements prescribed by the Airport Board, or agreed upon by the Airport Board.

9.2 Applications

Application for leases of ground and/or facilities on the airport, or for permission to carry on any commercial aeronautical activity on the airport, with the necessary permits and licenses, shall be made to the Airport Manager. The Airport Manager shall present the application to the Airport Board in a timely manner. The Board may, if it deems it advisable, have a public hearing upon the application or direct staff to request competitive proposals. The applicant shall submit all information and material necessary or requested by the Airport Board to ensure that the applicant will qualify and will comply with these Rules, Regulations and Minimum Standards. The application shall be signed and submitted by the applicant, disclosing the name of every party owning an interest in the business, those who will be managing the business, every partner of a partnership, and officer of a corporation. The following additional information will be included:

- A. The Airport Board will not accept or take action on a request to lease building space or land area or in any way permit the installation of a commercial aeronautical activity until after the proposed Lessee, in writing, submits a proposal which sets forth the scope of operation he/she proposes.
- B. Name, mailing address and phone number of applicant.
- C. Type and structure of the organization, if incorporated, name officers, or if partnership, name partners.
- D. Individual or business name and mailing address to appear on the lease.
- E. The amount of land, number of buildings, building space, etc., the lessee desires to lease.

- F. Services to be offered; include all intended services upon completion of the installation of the facility.
- G. Completion date of proposed construction or site preparation and date of beginning of operations.
- H. Building space to be leased and/or constructed; include square footage, types of buildings, and intended use for each.
- I. Estimated total cost of construction.
- J. A site plan drawing depicting construction intended for the leased area.
- K. The hours of proposed operation.
- L. The number of persons to be employed.
- M. The number and type of aircraft to be based at the airport.
- N. Provide a certificate of insurance or other satisfactory evidence indicating the ability to obtain coverage as required.
- O. Provide evidence of financial capability to perform and provide the above services and meet rental security requirements.

9.3 Action on Application

The Airport Board may deny any application, if, in its opinion, it finds any one or more of the following:

- A. Not Qualified - The applicant for any reason does not meet the qualifications, standards and requirements established by these Rules, Regulations and Minimum Standards.
- B. Safety Hazard - The applicant's proposed operations or construction will create a safety hazard to the airport.
- C. Airport Expenditure - The granting of the application will require the Yakima Air Terminal to spend funds or to supply labor or materials in connection with the proposed operations to an extent which, or at a time when, the Airport Board is unwilling to enter into such agreement; or the operation will result in a financial loss to the airport.
- D. Availability - There is no appropriate, adequate or available space or building on the airport to accommodate the entire activity of the applicant at the time of the application.
- E. Non-Compliance with Master Plan - The proposed operation or airport development or construction does not comply with the Master Plan of the airport or

the Airport Layout Plan.

F. Congestion - The development or use of the area requested by the applicant will result in depriving existing fixed base operators of portions of the area in which they are operating; or will result in a congestion of aircraft or buildings; or will result in unduly interfering with the operations of any present base operator on the airport through problems in connection with aircraft traffic, service, or preventing free access to the base operator's area.

G. Misrepresentation - Any person applying, or interested in the business, has supplied the Airport Board with any false information, or has misrepresented any material fact in his/her application or in supporting documents, or has failed to make full disclosure on his/her application or in supporting documents.

H. History of Violations - Any party applying, or interested in the business, has a record of violating these Rules and Regulations, or the Rules and Regulations of any other airport, Federal Aviation Regulations or any other rules and regulations applicable to the Yakima Air Terminal.

I. Defaulted Performance - Any person applying or interested in the business, has defaulted in the performance of any lease or other agreement with the Yakima Air Terminal.

J. Poor Credit Report - Any person applying or having an interest in the business that has a report which contains information that does not support the person to be of satisfactory business responsibility and reputation.

K. Lack of Finances - The applicant does not appear to have, or have access to the finances necessary to conduct the proposed operations.

L. Undesirable Reputation - Any party applying, or interested in the business has been convicted of any crime or violation of any ordinance of such a nature that it indicates to the Airport Board that the applicant would not be a desirable operator on the airport.

M. Ecological Considerations - The protection of the health, welfare or safety of the inhabitants of Yakima County require such denial.

Nothing contained herein shall be construed to prohibit the Airport Board from otherwise granting or denying, for any reason it deems sufficient, an application to do business on the airport for the purpose of selling, furnishing or establishing non-aviation products and supplies or any service or business of a non-aeronautical nature, or the application by a person for a space on the airport for the personal non-profit use of such person.

9.4 Supporting Documents

If requested by the Airport Manager or Airport Board, the applicant shall submit the following supporting documents, together with such other documents and information as may be requested.

A. Financial Statement - Current financial statements prepared and certified by a Certified Public Accountant.

B. Assets - A written listing of the assets owned or being purchased which will be used in the business on the airport.

C. Credit Report - A current credit report covering all areas in which the applicant has done business during the past ten years.

D. Authorization for Release of Information - A written authorization from the FAA and all aviation or aeronautic commissions, administrators, or department of all states in which the applicant has engaged in aviation business to supply the Airport Board with all information in their files relating to the applicant or his/her operation. The applicant shall execute such forms, releases and discharges as may be requested by any of these agencies.

9.5 Leasing Information

A. In accordance with stipulations contained in the Grants of Federal Funds from the Federal Aviation Administration and the Washington State Division of Aeronautics, all leases will contain the following clauses:

1. All lessees agree to operate on the premises leased for the use and benefit of the public.
 - a. To furnish prompt and efficient services to adequately meet all the demands for its service at the Airport.
 - b. To furnish said service on a fair, equal, and non-discriminatory basis to all users thereof.
 - c. To charge fair, reasonable and non-discriminatory prices for each unit of sale or service, provided that the Lessee may be allowed to make reasonable and non-discriminatory discounts, rebates, or other similar types of price reductions to large volume purchasers.

B. Lessees, his/her agents and employees will not discriminate against any person or class of persons by reason of race, color, creed or national origin in providing any services or in the use of any of its facilities provided for the public, in any manner prohibited by Part 15 of the Federal Aviation Regulations or in any manner prohibited by Title VI of the Civil Rights Act of 1964.

C. It is clearly understood by the Lessee that no right or privilege has been or will be granted which would prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees (including, but not limited to, maintenance and repair) that it may choose to perform.

D. It should be specifically understood and agreed that nothing contained herein or in any existing or future leases shall be construed as granting or authorizing the granting of an exclusive right within the meaning of Section 308 of the Federal Aviation Act.

E. Lessor reserves the right to further develop or improve the aviation facilities of the Airport as it sees fit, regardless of the desires or view of any Lessee, and without interference or hindrance.

F. Lessor reserves the right, but shall not be obligated to any Lessee, to maintain and keep in repair the landing area of the Airport and all publicly owned facilities of the airport, together with the right to direct and control all activities of a Lessee in this regard.

G. During the time of war or national emergency Lessor shall have the right to lease the landing area or any part thereof to the United States Governments for military or naval use, and if such lease is executed, the provisions of this instrument insofar as they are inconsistent with the provisions of leases to the Government, shall be suspended.

H. Lessor reserves the right to take any action it considers necessary to protect the aerial approaches of the airport against obstruction, together with the right to prevent any Lessee from erecting, or permitting to be erected, any building or other structure on or adjacent to the Airport, which, in the opinion of the Lessor, would limit the usefulness of the airport or constitute a hazard to aircraft.

I. All leases shall be subordinate to the provisions of any existing or future agreement between Lessor and the United States, relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal Funds for the development of the airport.

J. Lessees agree to abide by the Rules and Regulations of the Yakima Air Terminal and that the said Rules and Regulations, and any future revisions thereto, are made a part hereof.

K. Lessor retains the public right of flight for the passage of aircraft in the airspace above the surface of the airport, together with the right to cause in said airspace such noise as may be inherent in the operation of aircraft, now known or hereafter used, for navigation of or flight in the said airspace, and for use of said airspace for landing on, taking off from or operating on Yakima Air Terminal.

L. Lessees are required to agree not to erect or allow to be erected any structure, improvements or growth in violation to FAA Federal Air Regulation Part 77.

M. Lessees are required to agree to prevent any use of the leased premises which would interfere with landing or taking-off of aircraft at the Yakima Air Terminal, or otherwise constitute an airport hazard.

N. Lessees are required to agree to prevent any operation on the leased premises which would produce electromagnetic radiations of a nature which would cause interference with any navigational or communications aid now or in the future to be installed to serve the Yakima Air Terminal, or which would create any restrictions to visibility at the airport.

O. Insurance

1. All Lessees shall "Hold the Airport Harmless" in the course of conducting business upon Yakima Air Terminal, to include their employees, guests, clients, equipment and products. The Airport Board will determine the degree of liability exposure that a given Lessee could be subject to. Accordingly, the Board requires such indemnification to be covered by commercial insurance. In such occasions the Lessee shall include the Yakima Air Terminal, City and County of Yakima as an "Additional Insured" on all liability policies, furnish Lessor with a copy of said policies to include a clause which shall provide "That in the event Lessee's insurance coverage, or any part thereof, should be canceled or materially changed, the Airport Board shall receive at least thirty (30) days prior written notice of such change." The Board may require any or all of the following types of coverage:

- a. Single limit Airport Premises and Aircraft Liability for bodily injury and property damage.
- b. Airport Premises Liability coverage shall, where applicable, be extended to include Products Liability.
- c. Hangarkeepers Liability shall, where applicable, be in appropriate amount depending on type and number of aircraft services and/or aircraft hangared at any one time.
- d. Contractual coverage sufficient to bond all agreements with Lessor.

P. In the event Lessor shall be made a party to any litigation commenced by or against any Lessee, then that Lessee will agree to pay all costs and attorney's fees incurred by Lessor in connection with such litigation; and Lessee also is required to agree to pay all costs and attorney's fees incurred by Lessor in enforcing any of the covenants, agreements, terms and provisions of such leases.

Q. All Lessee personnel required to hold Federal Aviation Administration certificates and ratings now, or should in the future be required in the conduct of their job, shall maintain such certificates and ratings as current and in good standing.

R. All Lessees are responsible for strict compliance with all State and Federal laws pertaining to employees, including but not limited to Social Security, Unemployment Compensation, and Wage and Hours.

9.6 Airport Licenses and Leases Non-Transferable

No right, privilege, permit or license to do business on the Yakima Air Terminal or any lease of any area of the airport shall be assigned, sold or otherwise transferred or conveyed in whole or in part without the prior consent of the Airport Board.

9.7 Service Rates

Service charges in connection with aircraft shall not be excessive, discriminatory nor otherwise unreasonable, and shall be filed with the Airport Manager.

9.8 Refuse

No person shall throw, dump or deposit any waste, refuse or garbage on the airport. All waste, refuse or garbage shall be placed and kept in closed garbage cans or containers and all operating areas shall be kept in a safe, neat, clean and orderly manner at all times and in such a manner as to minimize any hazards. No burning or dumping of waste materials is permitted.

9.9 Approval of Construction

No buildings, structures, tie-downs, ramps, paving, taxi areas, or any other improvements or addition on the airport shall be placed or constructed on the airport, or altered or removed without the prior approval of the Airport Board. In the event of any construction, the Airport Board, at its discretion, may require an appropriate bond to guarantee the completion of the construction in accordance with the Airport Board approval. Construction and improvements will be in accordance with chapter 11.

9.10 Operation Area

No person authorized to operate on or conduct business activities on the airport shall conduct any of its business or activities on any area except those specified by the Airport Board, or the Airport Manager.

9.11 Air Carrier Operations

All air carriers, whether (F.A.R. Part 135), (F.A.R. Part 125) or (F.A.R. Part 121), are required to enter into an agreement with the Airport Board and operate in accordance therewith.

9.12 Concessionaires

All concessionaires are required to enter into an agreement with the Airport Board and operate in accordance therewith.

CHAPTER 10 MINIMUM STANDARDS FOR FIXED BASE OPERATORS

10.1 General No person shall use the airport as a fixed base operator until such person has applied for and received authorization from the Airport Board and has met the qualifications, standards and requirements of these Rules, Regulations and Minimum Standards. A fixed base operator shall be a person who carries a minimum of five or more of the following services (including the fuel and maintenance services) available to the public on the Yakima Air Terminal:

- A. Aircraft sales
- B. Aircraft parts and accessories sales
- C. Aircraft operations which include photography, aerial survey, scenic rides etc.
- D. Aircraft rental
- E. Flight instruction or ground schools
- F. Maintenance services which shall include services in one or more of the following:
 - 1. Airframe overhaul and repair
 - 2. Engine overhaul and repair
 - 3. Radio and electrical shop (avionics)
 - 4. Instrument shop
 - 5. Aircraft interior work
 - 6. Refinishing and painting
- G. Line services which shall include one or more of the following services:
 - 1. Supplying of fuel, oil or other fluids
 - 2. De-icing fluid
 - 3. Interior cleaning
 - 4. In-flight food service
- H. Aircraft storage, inside and/or outside.

1. Airline services, which shall include one or more of the following:

1. Fueling of airline aircraft
2. Exterior cleaning of airline equipment
3. Interior cleaning of airline equipment
4. Turbine starting and/or electrical power
5. Other special contractual services

10.2 Application to Conduct Commercial Aeronautical Activity: An applicant requesting permission to conduct a fixed base operation shall specify all services mentioned in Paragraph 1 of this Section, which the applicant desires to conduct on the Yakima Air Terminal. A fixed base operator shall carry on or conduct only those services for which he/she qualifies and which are specified in the lease agreement granted by the Airport Board. At a minimum, all FBOs will provide five of the above listed services (10.1, A through I).

10.3 Standards for Specific Commercial Aeronautical Activities: In order to qualify for the respective services mentioned in Paragraph 1 of this Section, the fixed base operator shall, in addition to meeting all other requirements and qualifications set out in these Rules and Regulations, meet the following standards:

A. **Staffing:** Each FBO shall employ and have on duty during the required hours of operation a quantity of personnel necessary to meet the Minimum Standards for each aeronautical service provided. However, multiple responsibilities may be assigned to employees where feasible. Each FBO shall have at least one (1) employee on duty at all times during the hours of operation, and provide to the Airport Manager, and keep current, a written statement of names, addresses, and contacts for all personnel responsible for the operation and management of the FBO. In addition, the Airport Manager shall be provided a point of contact with phone numbers for emergency situations.

B. **Public Fuel, Oil, Sales and Service:** Persons conducting aviation fuel and oil sales or service to the public on the Airport shall be required to provide:

1. Two (2) types (avgas, jet) of aviation fuel, deliverable to any point on airport.
2. An adequate inventory of at least two (2) brands of generally accepted grades of aviation engine oil and lubricants.
3. Properly trained line personnel on duty during normal working hours of every calendar day, seven (7) days a week excluding holidays, and on call by readily accessible means at other hours during the day or night, or at

such hours as specified by the Airport Manager. The FBO will be able to provide after hours fuel within two (2) hours of a customer request.

4. Proper equipment for repairing and inflating aircraft tires, servicing oleo struts, changing engine oil, washing aircraft windows and windshields, for recharging or energizing discharging aircraft batteries and starters.

5. Conveniently located heated lounge or waiting rooms for passengers and airplane crew of itinerant aircraft, pilot lounge, flight planning and weather briefing area, and public restrooms.

6. In conducting refueling operations, every operator shall install and use adequate grounding facilities at fueling locations to eliminate the hazards of static electricity and shall provide approved types of fire extinguishers or other equipment commensurate with hazard involved in refueling and servicing of aircraft and such additional regulations that might be hereafter specified by any Federal, State, County or by the Yakima Air Terminal.

7. Provide and maintain a minimum of 10,000 gallon tank storage capacity above ground for each grade of aviation fuel. Provide and maintain metered filter-equipped dispensers fixed or mobile for dispensing each grade of aviation fuel. Any fueling facility on the airport, fixed or mobile, shall be approved by airport management.

8. Employee Qualifications: All FBO fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of aviation fuels. The FBO shall develop and maintain Standard Operating Procedures (SOP) for refueling and ground handling operations and shall ensure compliance with standards set forth in the International Fire Code and FAA Advisory Circular 00-34A, Aircraft Ground Handling and Servicing. The SOP shall address bonding and fire protection, public protection, control of access to the fuel storage area, and marking and labeling of fuel storage tanks and fuel dispensing equipment. The SOP shall be submitted to the Airport Manager no later than thirty (30) days prior to the FBO commencing fueling activities.

C. Aircraft Engine, Airframe and Accessory Sales and Maintenance: All persons operating aircraft engine, airframe and accessory maintenance facilities to the public for hire shall provide:

1. In case of airframe and/or engine repairs, sufficient hangar space to house an aircraft upon which such service is being performed.

2. Adequate shop space to house the adequate equipment and machine tools, jack, lifts and testing equipment for any maintenance performed to FAA regulations and access to repair parts commonly needing replacement on all single engine and multi-engine general aircraft.

3. At least one F.A.A. certificated airframe and power plant mechanic available during eight (8) consecutive hours of the day, five (5) days per week.
4. Facilities for washing and cleaning aircraft if operator engages in said sales. Run off shall be directed into a sanitary sewer, not ramp drains.
5. At least 500 square feet of space for customer waiting area.

D. Aircraft Rental and Sales: Persons conducting an aircraft rental and sales activity shall provide:

1. A minimum of 500 square feet of office space for consummating sales and/or rentals and the keeping of proper records in connection therewith.
2. Hangar storage space for at least one aircraft to be used for sales or rental.
3. For rental, two (2) airworthy aircraft suitably maintained and certified and based at Yakima Air Terminal.
4. For sales activity of a new aircraft, a sales or distributorship franchise from a recognized aircraft manufacture of new aircraft.
5. Adequate facilities for servicing and repairing the aircraft or satisfactory arrangements with other operators licensed by the Airport Board on the Yakima Air Terminal for such service and repair.
6. There shall be reasonably available, at least during eight (8) hours of the working day, a properly certified pilot capable of demonstrating new aircraft for sale or for checking out rental aircraft.
7. The minimum stock of readily expendable spare parts or adequate arrangements for securing spare parts required for the type of aircraft and models sold.
8. Proper check lists and operating manuals on all aircraft rented and adequate parts catalogue and service manual on new aircraft sold.

E. Flight Training: All persons conducting flight training activities shall provide:

1. The availability, on a full time basis, of personnel and equipment appropriate to the types of training planned.
2. The availability of aircraft of specific types compatible with the training proposed.

3. A minimum of 500 square feet of classroom space for students. This requirement will be waived for approved full time college conducted programs in which case the classroom may be on the college campus.
4. Properly certified ground school instructor providing ground school instructions sufficient to enable students to pass the F.A.A. written examinations for the rating sought.
5. Continuing ability to meet certification requirements of the F.A.A. for the flight training proposed.
6. Adequate public liability and property damage insurance to protect the operator from the legal liabilities involved.
7. Adequate facilities for storing, servicing, and repairing all its aircraft or satisfactory arrangements for such services.

F. Aircraft Charter and Taxi Service: Persons conducting an aircraft charter and/or taxi service shall be required to provide:

1. Passenger lounge, rest room and telephone facilities with a minimum of 500 square feet floor space.
2. Adequate facilities for checking in passengers, handling ticketing or fare collections and handling luggage.
3. Suitable, properly certified aircraft with properly certified and qualified operating crew, one of which shall be located at the airport and ready for departure during at least eight (8) hours of daylight operation, five (5) days a week, and at other times, standby units and crew available upon call. Aircraft shall be equipped and maintained as to comply with the applicable rules and regulations of the FAA.

G. Third Level Carrier Operations: All persons seeking to conduct third level (commuter) scheduled air operations from the Yakima Air Terminal must agree to meet, as a minimum, the following:

1. Publish and fly scheduled operations, with published rates.
2. Establish, staff and operate an adequate facility in the airport terminal, that has:
 - a. Ticket counter staffed in such a manner as to provide proper service before and after each scheduled flight.
 - b. Reservation Service: This must be handled in such a way as to meet over-booking limitations and provide interline reservations.

- c. Baggage handling service, including airline interchange,
 - d. Passenger interchange service with the other airlines at Yakima Air Terminal.
 - e. Rent adequate space in the airport terminal to render high quality public service.
3. Pay a landing fee based upon gross landing weight at a rate determined by the Airport Board.
 4. Provide satisfactory evidence of reliability and responsibility:
 - a. F.A.A. operating certificate
 - b. Current, certified statement of financial condition
 - c. Operating prospectus, including finances, equipment, etc.
 5. Maintain insurance coverage as required by the Airport Board. Must provide certificate of insurance to the Board specifically naming the City and County of Yakima and Yakima air Terminal as additionally insured.
 6. Furnish reports of operations at the Yakima Air Terminal on a monthly basis.
 7. Collect, if implemented, a Passenger Facility Charge.

H. Crop Dusting and Spraying Operations: Persons seeking to establish and use the Yakima Air Terminal as an operation base for the conducting of crop dusting and/or spraying of agricultural chemicals shall be required to satisfy the Airport Board that:

1. Operator has facilities that meet all DOE requirements for the safe storage and containment of noxious chemical materials; a proper aircraft wash-down area; and that poisonous or inflammable materials shall not be kept or stored in close proximity to other aeronautical installations at the airport.
2. The operator shall have available properly certified aircraft suitably equipped for the agricultural operation to be undertaken.
3. The operator shall make suitable arrangements for servicing, repairing, storing and parking its aircraft with adequate safeguards against spillage on runways and taxiways or pollution or disbursal of chemicals by wind to other operational areas on the airport.
4. The operator shall provide adequate public liability insurance to protect

the operator from liability in connection with such operations.

I. Aviation Club/Flying Club: Definition: A multi-person ownership of one or more aircraft, either partnership, co-owner or incorporated, or organized as a non-profit organization under the laws of the State of Washington, whose principal base is at the airport. For the purpose of these Rules and Regulations, persons in ownership of such aircraft will be deemed an Aviation Club/Flying Club and shall be required to obtain a permit from the Airport Board and comply with the following:

1. Be a non-profit corporation, Corporation, or LLC in good standing.
2. Each member must be a bona fide owner of the aircraft or a shareholder in the corporation.
3. Furnish satisfactory evidence of liability insurance as approved by the Airport Board.
4. The Club will file a list of its members and officers, number and type of aircraft, with the Airport Manager the second day of each January.
 - a. The Aviation Club Permit will allow the normal use and enjoyment of the airport by the club and its members on a non-commercial basis.
 - b. Flying clubs operating from the airport shall abide by and comply with all Federal, State and local laws, ordinances, regulations and the Rules and Regulations of the Yakima Air Terminal.
 - c. In the event the club fails to comply with these conditions, the Airport Manager may recommend to the Airport Board any action deemed advisable, including withdrawal of the club's permit, in which case, the club will be re-classified a commercial entity.

J. Aircraft Storage: For outside aircraft storage the fixed base operator must be licensed to supply at least one other fixed base operator's service in addition to the qualifications thereof; that is, have a paved tie-down area of sufficient size to accommodate all aircraft used by the fixed base operator in his/her own operations and all aircraft that will be parked or stored by the operator. If the fixed base operator will offer inside hangar or T-Hangar storage, the operator shall have an area of sufficient size to accommodate the building or buildings with proper access.

K. Reservation of Rights: The Airport Board reserves the right to waive any of the above if in its opinion existing conditions justify such a waiver.

10.4 Conduct of Business: Each fixed base operator shall, upon being authorized by the Airport Board, and as the construction of any required physical facilities permit, immediately commence and conduct on a full time basis all business activities and services authorized. A continuing current list of stored aircraft, operator's name, address and telephone number will be transmitted to the Airport Manager, to be used for emergency information only and be held in the most confidentiality.

10.5 Facilities: Except in cases of fixed base operators offering T-Hangar or inside hangar storage only, each fixed base operator shall provide and maintain an office which shall be staffed and open to the public during the normal business hours of each normal business day which shall be the operator's office or place of business on the Airport. These facilities and office shall be kept in a neat, clean and orderly condition and properly painted. All space square foot minimums with respect to specific activities addressed herein are required, except that the 500 sq. ft. requirement for customer/passenger lounge, rest rooms and telephone facilities need not be duplicated. No fixed base operator, or its employees, agents, officers or other persons connected with the business shall use the office area or other facilities of any other fixed base operator without the written consent of said fixed base operator, of which a copy shall be filed with the Airport Manager.

10.6 Certificates: The fixed base operator and all personnel and employees shall be competent and shall hold all current, valid certificates, permits, licenses or other authorities required by the FAA, including any required FAA Air Taxi permits. Fixed base operators shall not utilize any pilot in any aircraft operations who does not hold valid and current certificates from the FAA necessary for him to conduct such activities.

10.7 Lease: Each fixed base operator approved shall enter into an agreement with the Airport Board which includes an agreement on the part of the fixed base operator to accept, be bound by, comply with and conduct his/her business operations in accordance with these Rules and Regulations and to agree that his/her license and authority to carry on business on the Yakima Air Terminal shall be subject to the terms and conditions set out in these Rules and Regulations and the revocation or termination thereof as herein provided.

10.8 Facilities Maintained: Unless otherwise agreed to by the Airport Board, the fixed base operator shall, at his/her own expense, provide, construct, install, equip, paint, and maintain all utilities, buildings, structures, ramps, tie-down areas, taxi-ways, fences, landscaping and all other facilities and improvements requested or approved by the Airport Board as being advisable and necessary for the fixed base operator to carry on the activities or services authorized by the Airport Board. The Airport Board may, in its discretion, provide assistance in the development of the operation area.

10.9 Currency of Fees: The fixed base operator shall promptly pay when due, all charges for sewer, water, power, telephone service and all other utilities and services supplied to his/her operation on the Airport, all wages or salaries and all rentals, fees and payments payable to the airport.

10.10 Construction Performance: Plans and specifications for all construction shall be submitted to the Airport Board for their approval within 90 days after approval of the application, and construction thereon shall commence within 90 days after approval of the

plans and specifications by the Airport Board. All construction shall be completed by the fixed base operator within one year from the date of the approval of the plans and specifications. These times may be extended by the Airport Board upon good cause shown by the fixed base operator or as agreed upon by the Airport Board or part of contracted terms. All construction shall comply with all applicable building codes and ordinances.

10.11 Business Conducted Within Lease Area: Unless otherwise provided by the Airport Board, all operations of the fixed base operator shall be conducted on one area of sufficient size to accommodate all services for which the operator is licensed, allowing for future growth and additional services as contemplated by the Airport Board, Airport Manager or the applicant, at the time of application, to the extent however, that space is available on the airport. The fixed base operator shall conduct his/her business operations strictly within the area assigned by the Airport Board or the Airport Manager and his/her operations of other fixed base operators, agencies or other business operating on the airport; the use of the airport by the general public; or with any common use areas. The fixed base operator shall not use any common use areas except as authorized by these Rules or the Airport Manager.

10.12 Promote the Airport: A fixed base operator shall cooperate with the Airport Manager in operation, management and control of the airport and shall do all things reasonable to advance or promote the Yakima Air Terminal and aeronautical activities thereon and to develop the airport into an attractive, efficient and modern airport.

10.13 All Complaints in Writing: All complaints against any fixed base operator for violation of these rules shall be submitted to the Airport Manager in writing signed by the party submitting the complaint and shall specify dates, times and witnesses, if any.

10.14 Indemnify: Lessee shall indemnify and hold harmless Lessor, its officers, employees and agents, against all claims, demands or liability for loss or damage which may arise as a consequence of Lessee's presence or activities upon airport property.

10.15 Insurance Liability: To guarantee performance of Paragraph 10.14 above, the fixed base operator is required to secure commercial insurance coverage. The amount of said insurance shall not be deemed a limitation on the Lessee's liability to the airport and if the airport or any of its authorized agents, officers, representatives or employees becomes liable for an amount in excess of the insurance, the fixed base operator shall save and hold the Yakima Air Terminal harmless for the whole thereof.

10.16 Non-Discrimination: The fixed base operator shall furnish all services or sales authorized or licensed by the Airport Board on a fair, equal, and not unjustly discriminatory basis to all users thereof and shall charge fair, reasonable, and not unjustly discriminatory prices for each unit or service; provided that the base operator may make reasonable and non-discriminatory discounts, rebates, or other similar types of price reductions to volume purchasers, if permitted by law.

10.17 Revocation of Permission to Conduct Commercial Activity: The Airport Board shall have the right to terminate any lease or other agreement authorizing the fixed base operator to conduct any services of business on the airport, and to revoke any fixed base operator's license, authority or permit to do business upon the Yakima Air Terminal for any

cause or reason provided in these Rules or by law, and, in addition thereto, upon the happening of any one or more of the following:

- A. Filing a petition, voluntarily or involuntarily, for the adjudication of the fixed base operator as bankrupt.
- B. The making by the fixed base operator, of any general assignment for the benefit of creditors.
- C. The abandonment or discontinuances of any permitted operation at the airport by the fixed base operator or the failure to conduct them on a full time basis without the prior approval of the Airport Board.
- D. Except for payment of rents, charges, fees and other payments to be paid to the airport, the failure of the fixed base operator to remedy any default or breach or violations by him/her, or his/her personnel in keeping, observing, performing and complying with these Rules, Regulations and Minimum Standards and the terms, covenants and conditions in any lease or agreement entered into pursuant hereto on the part of the fixed base operator to be performed, kept or preserved, within thirty (30) days from the date written notice from the Airport Manager has been mailed or delivered to the place of business of the fixed base operator at the Yakima Air Terminal.
- E. The failure to promptly pay to the Yakima Air Terminal, when due, all rents, charges, fees and other payments which are payable to the Yakima Air Terminal by the operator in accordance with applicable leases.
- F. The fixed base operator, or any partner, officer, director, employee on duty or agent thereof commits any of the following:
 - 1. Violates any of the provisions of Chapter 8 of these Rules; or
 - 2. Engages in unsafe or abnormal or reckless practices in the operation of an aircraft or ground support vehicles within the boundaries of the Yakima Air Terminal, which creates a hazard to the safety of other airport users, other aircraft, or the general public, or endangers property, or which could result in personal injuries or death to a person or damage to property; or
 - 3. Operates the business of the fixed base operator in such a fashion as to create a safety hazard on the airport for other airport users, aircraft or property on the airport, the general public or the airport, or any pilots, students or passengers.
- G. Applied for a fixed base operator's license and supplies the Airport Board with any false information; or misrepresented any material fact to the Airport Board in the application, supporting documents, or in statements to or before the Airport Board, or failed to make full disclosure to the Airport Board in the application, the supporting documents or in statements to or before the Airport Board.

10.18 Consequences of Revocation

A. Upon such termination by the Yakima Air Terminal, all rights, powers and privileges of the fixed base operator hereunder shall cease, and the fixed base operator shall immediately vacate any space occupied by it under this agreement or any lease or leases and shall make no claim of any kind whatsoever against the Yakima Air Terminal, its agents or representatives by reason of such termination or any act or incident thereof.

B. Should the operator fail to make such surrender, the Yakima Air Terminal shall have the right to immediately and without further notice to the fixed base operator enter and take full possession of the space occupied by the fixed base operator on the Airport by force or otherwise oust and remove any and all parties and any and all goods and chattels not belonging to the Yakima Air Terminal that may be found within or upon the same at the expense of the operator and without being liable to prosecution or to claim for damages therefore.

10.19 Remedy of Injunction: In addition to all other rights and remedies provided in these Rules, the Yakima Air Terminal shall have any and all other remedies at law or in equity, including the equitable remedy of injunction, to enforce these Rules and Regulations.

10.20 Removal of Structures: Subject to the terms of any written agreement or lease, the Airport Board, in its discretion, may permit the fixed base operator to remove from the airport any buildings or structures thereon owned or constructed thereon by the operator.

10.21 Rights of Inspection: To the extent necessary to protect the rights and interests of the Yakima Air Terminal or to investigate compliance with the terms of these Rules, Regulations and Minimum Standards, the Airport Manager, any member of the Airport Board, the Chairman of the Board, the Board Attorney and any Airport Board appointed qualified agent of the Yakima Air Terminal shall have the right to inspect at all reasonable times all premises together with all structures or improvements, and all aircraft, equipment and all licenses and registrations. The inspection of the premises will be made in the presence of the Lessee or owner, or his/her designee. Any written condition or violation found will be the responsibility of the Lessee or owner to correct within 30 days and submit written evidence of such correction to the inspecting agent and a copy to the Airport Administration office.

10.22 Area Ecology Assistance: Each fixed base operator shall be responsible for the removal of snow and ice from all his/her leased areas and areas in which he/she is authorized to operate, and shall keep his/her leased areas and areas in which he/she is authorized to operate, free and clear of all weeds, rocks, debris and other material which could cause damage to aircraft, buildings, persons or automobiles. The Airport Board may, at the request of the operator and in the discretion of the Airport Manager, assist the fixed base operator in snow, ice and weed removal, provided such operator shall assume the liability of the Board's actions in this regard and shall indemnify and hold the airport, its officers, agents and employees harmless from all liability in connection with all things done by the Board pursuant hereto and in connection with such snow, ice and weed removal.

CHAPTER 11 SPECIALIZED AVIATION SERVICE OPERATIONS

11.1 General Requirements: As per the definition of Specialized Aviation Service Operations (SASO) in Chapter 2.52, a SASO is an aeronautical business that offers a single or limited service. The specific SASO services described in this section are not meant to be an exclusive list of SASO services, but rather to clearly indicate the Minimum Standards that those particular services must meet to qualify for a SASO license at the Yakima Air Terminal.

11.1.1 Compliance: SASOs provide a single or limited number of commercial aeronautical activities. SASOs providing the same or similar services shall comply equally with all applicable Minimum Standards.

11.1.2 Leased Space Requirement: Each SASO shall operate out of a building located on the airport. The building shall be of an appropriate size to accommodate the services being offered, be accessible to those requiring the service, and be marked with appropriate external signage. Each SASO shall meet City of Yakima Building Code for paved auto parking area appropriate for the needs of the business.

11.1.3 Responsible Personnel: Each SASO shall provide the Airport Manager, and keep current, a written statement of names, addresses, and contacts of all personnel responsible for the operation and management of the SASO.

11.1.4 Insurance Requirements: Each SASO shall meet all City of Yakima insurance requirements and shall therefore maintain the types and amounts of insurance as specified in the lease, permit, or agreement and name the City of Yakima and the County of Yakima as additionally insured in the policy

11.2 Flight Training: SASOs providing aircraft dual and solo ground and flight instruction necessary to complete the written examination and flight check for any category of pilot certificate or rating shall meet the following minimum requirements:

A. Employ and make available at least one (1) or more FAA-certified flight instructor necessary to meet the flight training demand and schedule requirements.

B. Provide one or more properly maintained and equipped aircraft to accomplish the services offered.

C. Provide a facility to conduct a professional classroom teaching and learning environment. The facility must, at minimum, provide heated classroom areas, inside restrooms, and a pilot lounge area with snack and beverage machines.

11.3 Avionics Maintenance and Sales: SASOs providing avionics services, which include the maintenance, repair, and installation of aircraft avionics, radios, instruments, and accessories, and includes the sale of such equipment, shall:

- A. Operate the service in a heated and ventilated office or shop space able to accommodate one (1) aircraft on the Airport.
- B. Employ and have on duty at least one (1) trained and FAA certified technician.
- C. Keep premises open and services available during appropriate business hours, five (5) days a week.
- D. Hold the appropriate FAA certificates required for the types of services offered.

11.4 Aircraft Storage and Hangars: An aircraft storage and hangar service operator leases and rents hangars or multiple T-hangars, to aircraft owners or operators primarily for aircraft storage purposes. An aircraft storage and hangar service operator shall:

- A. Make operator's contact name and phone numbers - posted, hangar availability and rental rates known to prospective customers and kept on file with the Airport Manager.
- B. Rent hangars for aircraft storage purposes only. The operator and the owner of each based aircraft stored within the operator's hangar facilities must comply with the rules and regulations of the Yakima Air Terminal.

11.5 Aircraft Sales: SASOs providing new and/or used aircraft sales and aircraft brokerage services shall:

- A. Employ and have on duty at least one (1) qualified aircraft salesperson.
- B. Keep premises open and services available during established business hours as recorded with the Airport Manager.
- C. Must be registered with the State as an aircraft dealer.

11.6 Aircraft Restoration, Painting, and Refurbishing: SASOs providing the restoration, painting and refurbishing of aircraft structures, propellers, accessories, interiors, exteriors, and components shall:

- A. Employ and have on duty at least one (1) qualified person who has certificates appropriate for the work performed.
- B. Keep premises open and services available during appropriate business hours as recorded with the Airport Manager.
- C. Meet all requirements of the International Fire Code.

11.7 Specialized Flying Services: SASOs providing specialized commercial flying services such as agricultural spraying or seeding, non-stop sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, banner towing, and other air transportation operations specifically excluded from FAR Part 135 shall:

- A. Employ and make available at least one (1) person who holds a current FAA commercial pilot certificate and medical certificate with ratings appropriate for the operator's aircraft.
- B. Have established business hours recorded with the Airport Manager.
- C. Own or lease at least one (1) airworthy aircraft.
- D. If operator performs aerial agricultural applications or other services involving commercial use of chemicals, the operator shall provide a centrally drained and paved area of not less than ten thousand (10,000) square feet for aircraft loading, washing and servicing. This area shall meet all current requirements of state, federal, and local agencies. The agricultural operator shall also provide for the safe storage, handling, and containment of materials and equipment.
- E. Ensure that pilots and aircraft are in compliance with the Airport Rules and Regulations and Minimum Standards.

11.8 Commercial Skydiving: SASOs engaging in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment shall:

- A. Make available for skydiving at least one properly certificated aircraft, either owned or under lease.
- B. Meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR Part 105, and related FAA Advisory Circulars. The jump plane pilot must hold a commercial pilot certificate and be appropriately rated for the aircraft being operated.
- C. Yakima Air Terminal does not have adequate or safe landing zones within the boundary of the airport and therefore; a designated drop and landing zone must be identified by the operator off airport property.
- D. Any special or single event of any skydiving activity at the Yakima Air Terminal must first have an approved and signed waiver by the Airport Board.

CHAPTER 12 DEVELOPMENT STANDARDS

12.1 General: The following minimum standards are designated to be a guide to those who wish to develop property at the airport. The Yakima Air Terminal reserves the right to exercise its complete discretion and to conform to all applicable Federal, State and local statutes to ensure that all construction at the airport meets or exceeds the general standards of the other structures on the airport, and is in conformity with the airport's overall master plan.

12.2 Building Requirements: No building or any improvement shall be erected, placed, or altered on any building site at Yakima Air Terminal until the proposal for such building or improvement, including site plan, landscape plan, building plans and specifications have been approved by the Airport Board. Approval or disapproval of actual building plans shall be with respect to conformity with the restrictions and other applicable ordinances and requirements of the Airport Board and the City of Yakima, and with respect to harmony of external design and land use as it effects property within and adjacent to this area. Building plans shall be in conformance with all State, County, and City of Yakima laws and ordinances, and shall conform to the current Hanger Layout Plan. The following are the general requirements of all buildings:

A. **Setbacks:** The Airport Board will determine setback distances for construction based on FAA regulations, Airport layout plan and other airport regulations that may be enacted from time to time. No part or portion of any building shall be erected, constructed, or extended into any setback area. No building construction equipment or materials shall be staged, placed, or operated in a manner that impeded the movement of aircraft along taxi-lanes or taxiways.

B. **Height of Buildings:** All buildings shall comply with the maximum height regulations identified in the current Hanger Layout Plan. These specifications are based on FAA standards for regulating airspace in the vicinity of runways. The tallest point of a hanger, including antennas or other attachments, may not exceed the maximum structure elevation specified for a given lot.

C. **Drainage:** A drainage plan shall be submitted indicating flow and contours/elevations. Drainage shall not negatively impact adjacent properties and shall not flow into the airport's developed drainage. The elevation of the lot shall not be changed so as to materially affect the surface elevation or grade of the surrounding lots. Drainage from roofs shall not create erosion or affect adjacent properties. Perimeter roof drainage with gutter and downspouts, or a 2-foot wide gravel strip shall be located at drip edges. Roof drainage and a soil/erosion control plan shall be indicated on plan submittal.

D. **Parking:** the number and location of parking stalls required for the specific intended use shall be submitted with the construction plans. Areas provided for parking shall be surfaced with a minimum of 2-inch bituminous or 4-inch concrete over a finished and compacted 6-inch gravel base. Soil and traffic conditions may warrant a thicker section.

E. Apron, Taxi-lanes, and Pad Standards: apron, taxi-lane and floor pad thickness shall be indicated on submitted plans. Apron and Taxi-lane areas shall be hard surfaced and meet all FAA paving specifications for Taxi-lane and apron. All hangar floor pads shall be of minimum of four inch poured concrete and conform to City of Yakima standard specifications. All aprons shall provide positive drainage to prevent ponding or standing water. For the purpose of this section, the apron is defined as the area that extends across the entire width of the leased parcel and from the building to the taxiway.

F. Refuse: No storage of waste, refuse, material, or equipment shall be permitted outside the building.

G. Alterations: No alterations to the exterior appearance of any existing building shall be made without first obtaining approval of the Airport Board.

H. Antennas/Satellite Dishes: All antennas, satellite dishes, and similar equipment shall be indicated on plan submittals. If any such equipment is desired to be installed after initial approval of Lessee's facility shall receive the Airport Manager's approval prior to installation. No equipment shall be allowed that will interfere with existing or future airport operations.

I. Walks: All pedestrian sidewalks in the hangar area shall be constructed of concrete, at least 4-inches thick and 4-feet wide. Bituminous asphalt, dirt, and gravel walks shall be prohibited.

J. Maintenance: All grass, trees, and shrubbery must be kept in good appearance at all times. Snow removal on the portion of apron areas and walkways not maintained by the Fixed Base Operator or Yakima Air Terminal shall be the responsibility of the Lessee. All grass must be cut whenever necessary. If the Lessee fails to maintain these areas, the Airport Board reserves the right to maintain them at an additional cost to the Lessee.

K. Utilities: Extension of utilities to the proposed facilities shall be the financial responsibility of the Lessee. All plan submittals shall include sufficient detailed information on all utility designs and design loads. Work shall not be permitted until approved by the Airport Board. Sewer, gas, water, electric, and communication utilities shall be located underground. Any above ground utilities such as, but not limited to, condensers and transformers, shall be submitted with building plans. The Lessee shall be responsible to restore all disturbed areas including pavement and grass areas. All above ground utilities shall be screened to comply with the City of Yakima Landscape Standards.

L. Sign Standards: A single sign, which is limited in content to the name, address, and occupation of the owner or occupant of the premises, and which does not exceed 32 square feet in area, may be displayed on the front of a hangar building. In the case of a multiple unit building, one such sign is permitted for each unit. At a minimum, each hangar unit must display the building address assigned by the city. Free standing signs will not be allowed. All signs must adhere to the

requirements specified in the City of Yakima Sign Code. All hangar sign plans shall be submitted to the Airport Manager for review and approval prior to construction or installation.

M. Building Plans: The drawings furnished to the Airport Board are to indicate the intent of the Lessee as to the type of building construction desired, the dimensions shown on floor plan drawings and the height dimension shown on the drawings shall not be changed without written approval. The submittal must bear the seal of a Professional Engineer or Architect, Registered in the State of Washington, thereby certifying that the structural design of the building meets all the requirements of the current Washington Building Code.

N. Exterior Materials: The front, rear, and sides of all buildings shall be faced with materials approved by the Yakima Air Terminal Board. The materials may include metal, decorative masonry, glass and concrete block units, or a combination thereof. The front, rear, and sides of all buildings shall be of a similar design and aesthetic. Roofs shall be metal. Building colors shall be approved by the Airport Board. Color samples shall be provided with hangar plan submittals. Building glazing shall not cause glare or reflectors that will interfere with airport operations or ground circulation.

O. Roof Pitches: Roof pitches of individual or multi-unit hangar buildings shall have proper roof pitch and snow load bearing capacity for this region, as designed by the manufacturer or a licensed engineer.

P. Lighting: Exterior lighting, if present, shall be located on the building and illuminate the building exterior sufficient for safety and security. Cut-off type fixtures shall be used to prevent disturbance of airport operations. All lighting shall be high-pressure sodium and shall not create a vision hazard to aircraft movement or persons on foot. Plan submittal shall include exterior lighting information including location. All other lighting shall conform to city ordinance and the City's specifications and standards for off-street parking areas.

Q. Compliance with Building Codes: The building codes and restrictions for buildings and structures at the airport shall run with the land and be binding to all parties and all person on airport property. Those procedures and processes shall describe the enforcement of the building codes and restrictions contained herein in the lease agreement between Lessee and the Airport Board. All buildings constructed, erected, or placed upon any lot within the borders of the airport shall conform to all government zoning and use requirements. All building and structures shall comply with all current federal, state, and local requirements.

R. Invalidation: Invalidation of any one of these covenants, codes, or restrictions contained in this document, by judgment of court order, shall in no way affect any other provisions herein, which shall remain in full force and effect.

S. Variances: The Yakima Air Terminal Board may consider and may grant a variance to these covenants, conditions, and restrictions, Request for variance must include a full explanation why these codes or requirements cannot be fully met.

CHAPTER 13 SPECIAL EVENTS

13.1 Special Events: Special Events include, but not limited to the following:

- Air Shows
- Balloon Festivals
- Air Races
- Fly-Ins
- Parachute Demonstrations

A. All special events require written authorization by the Airport Manager in the initial planning stage. The authorization will be in the form of a letter of authorization from the Airport Manager to the special event sponsor. The letter will recognize the special event sponsor as a legitimate representative of a proposed special event which the type of special event is suitable and compatible with the policies of the airport and that the sponsor is authorized to pursue the planning process.

B. All special events, whether an entrance fee applies or not, must be officially approved by the Airport Manager in the form of a Special Events Permit or License.

C. The special event sponsor will be required to obtain liability insurance for the event. The insurance policy will identify the airport as a "named insured" for the event.

13.2 Mandatory Compliance By Special Event Sponsor

A. If the special event is expected to attract an attendance of 1,000 persons or more, the sponsor must coordinate road and/or highway impact with local law enforcement.

B. The sponsor must prepare and present to the Airport Manager an "adverse weather" plan for the event.

C. The sponsor must make arrangements for ambulance, auto towing, garbage pickup, lavatories, refuse clean-up, structural fire and ARFF services.

D. The special event must be planned to accommodate the normal ingress and egress of motor vehicles for those persons involved in passenger (air carrier) flights, general aviation users of the airport, or other business activities normally conducted at the airport.

E. Airport runways and/or landside "closure" must be coordinated in advance with the Airport Manager and other users of the airport.

F. A special event that involves aerobatic maneuvers by aircraft must be coordinated with Airport Manager and the local Flight Standards District office of the FAA.

G. Failure of the sponsor to adequately perform trash and litter clean-up of the airport and repair or compensate for damaged property as a result of the special event will be billed for extra overhead expense and damages by the airport.

