



Port of Anacortes

Anacortes Airport Rules and Regulations

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1. PURPOSE

To establish, implement, and maintain policies, rules, and regulations for the safe, secure, and efficient operation of the Anacortes Airport and to provide excellent customer service for pilots, tenants, licensees, and other public users of this facility.

2. SCOPE

The policies, rules, and regulations contained herein apply to all persons, vehicles, aircraft, tenants, and licensees operating within or at the Anacortes Airport and shall supersede all previous Rules and Regulations at the Airport.

3. AUTHORITY

3.1 Anacortes Airport (hereinafter the "Airport") is owned and operated by the Port of Anacortes (hereinafter the "Port"), a Washington State municipal corporation.

3.2 The Anacortes Airport Rules and Regulations (hereinafter the "Rules and Regulations") contained herein are promulgated under the authority granted to the Port Commission by the Washington State Municipal Airports Acts of 1941 and 1945, Revised Code of Washington (RCW) 14.08.120(2), "[t]o adopt and amend all needed rules, regulations, and ordinances for the management, government, and use of any properties under its control...".

3.3 The Port Commission may, without knowledge, consent, or approval of any fixed base operator or other person licensed to do business at the Airport, make changes in the Anacortes Airport Master Plan and in its planning and policies in connection with the development of the Airport.

3.4 The Port Commission reserves the power and right to designate as common aircraft use areas, such portions of any leased areas or areas used by any fixed base operator, as shall be necessary for the development of the Airport or for the flow of aircraft traffic to other areas on the Airport, subject to renegotiation of base area.

3.5 The Port reserves the right to make any additions, deletions, or corrections to the Rules and Regulations at any time.

3.6 In any instance in which the Rules and Regulations may be, or become, inconsistent with Federal Aviation Administration (FAA) Regulations, or any other governmental agency, then the Rules and Regulations shall be void as to the conflict. No part of these Rules and Regulations shall be construed as license or authorization to deviate from FAA Regulations.

3.7 Operating at the Airport and/or utilizing Airport property or facilities in any manner constitutes an agreement to comply with these Rules and Regulations.

3.8 The Port shall at all times have authority to take such action as may be necessary for handling, policing, protecting, and safeguarding the public, as well as private and Port property at the Airport, and to regulate aircraft and vehicular traffic. The Port has authority

to suspend or restrict any or all operations on the Airport, without notice and without regard to weather conditions, whenever it deems such action necessary in the interest of safety.

- 3.8.1 Under no circumstances shall the suspension or restrictions of operations at the Airport, or closure of the Airport or any part thereof, constitute grounds for reimbursement of any expense, loss of revenue, or damage.
- 3.9 The Port reserves the right to enter any hangar or leased property, and/or move any vehicles or aircraft, by the sole judgment of the Port for purposes or reasons of safety, or by reason of violation of the Rules and Regulations.
- 3.10 The Port reserves the right to inspect any structure located on Airport property after reasonable notification is provided to tenant or lessee.
- 3.11 All fees and charges of any nature prescribed by the Port shall be charged and collected under the authority of these Rules and Regulations.
- 3.12 In addition to any penalties otherwise provided by the City of Anacortes (the "City") or Skagit County (the "County") resolution or ordinance, Washington State law, or FAA Regulations, violation of these Rules and Regulations, or operating or handling any aircraft or vehicle in violation of these Rules and Regulations, may be grounds for termination of the lease and/or prompt removal or ejection from the Airport. Such person may be temporarily grounded or deprived of the further use of the Airport and its facilities. Any person refusing to comply with these Rules and Regulations may be regarded as a trespasser.
- 3.13 Should any section, subsection, paragraph, sentence, clause or phrase of these Rules and Regulations be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of these Rules and Regulations.

4. REFERENCES

- 4.1 Federal Aviation Regulations (FARs)
- 4.2 City, County, State and Federal Law
- 4.3 Anacortes Airport Master Plan
- 4.4 Anacortes Airport Minimum Standards for Commercial Activities
- 4.5 Anacortes Airport Monthly Hangar Agreement

5. DEFINITIONS

- 5.1 **Air Carrier:** "Air Carrier" means any person operating an aircraft on a scheduled or non-scheduled basis for hire under FARs Parts 121 or 135.

- 5.2 Aircraft: "Aircraft" means any contrivance now known or hereafter invented, used, or designed for navigation or flight in air.
- 5.3 Aircraft Operational Areas (AOAs): "AOAs" mean those areas of the Airport used as landing or takeoff areas, ramp areas, surface maneuvering areas, and the necessary right-of-way and clearance areas, but shall not include areas under lease to licensees or lessees.
- 5.4 Airport: "Airport" means the Anacortes Airport and all the land, structures, facilities, and improvements within the boundaries of such Airport as it now exists or as it hereafter may be altered as delineated on the Anacortes Airport Layout Plan (ALP) formally approved by the FAA.
- 5.5 Airport Manager: "Airport Manager" is designated by the Port and means the person that will manage, superintend, control, and protect the Airport.
- 5.6 Airport Minimum Standards: "Airport Minimum Standards" means Anacortes Airport Minimum Standards for Commercial Activities, which set forth requirements for persons wanting to provide aeronautical or other commercial services to the public at the Airport.
- 5.7 ALP: "ALP" means Airport Layout Plan, which are drawings used to graphically depict current and future Airport facilities.
- 5.8 Apron or Ramp: "Apron or Ramp" means any area designated for the parking, maneuvering, loading, unloading, and servicing of aircraft, as well as enplaning and deplaning passengers.
- 5.9 Best Management Practices: "Best Management Practices" means the best management practices to eliminate or reduce the potential to contaminate stormwater and prevent violations of water quality standards, pursuant to the Port's Industrial Stormwater General Permit issued for the Airport.
- 5.10 Commission: "Commission" means the elected Board of Commissioners of the Port.
- 5.11 FAA: "FAA" means the Federal Aviation Administration.
- 5.12 FAR: "FAR" means Federal Aviation Regulations.
- 5.13 Federal Grant Assurances: "Federal Grant Assurances" means obligations or agreements the Port has made in exchange for accepting funds from FAA-administered airport financial assistance programs.
- 5.14 Fixed Based Operator (FBO): "Fixed Base Operator" means a commercial business granted the right by the Port to operate on the Airport and provide aeronautical services to the public including without limitation aircraft fueling, hangaring, tie-down and parking, aircraft rental, aircraft maintenance, and flight instruction.
- 5.15 Industrial Stormwater General Permit: "Industrial Stormwater General Permit" means the Industrial Stormwater General Permit issued by the Washington Department of Ecology for

the Airport as it currently exists, is hereinafter amended, and any later-issued Industrial Stormwater General Permits.

- 5.16 Landing Area: "Landing Area" means the public use runway and taxiway areas of the Airport including the necessary clearance areas and the areas between runway and taxiway.
- 5.17 Licensee: "Licensee" means a person who enters into a written agreement with the Port for the purposes of storage of an aircraft on the Airport premises. An Airport licensee accepts facilities on Airport premises on an "as is" basis.
- 5.18 Noise Abatement: Noise Abatement policies are operational requests that are encouraged, but by regulation, voluntary procedures for the reduction or minimization of noise at the Airport.
- 5.19 Person: "Person" means any individual, firm, sole proprietorship, partnership, corporation, limited liability company, unincorporated association, joint-stock association or body politic, and includes any trustee, receiver, assignee or other similar representative thereof.
- 5.20 Pilots Lounge: "Pilots Lounge" means a space provided by the Port for pilots and users of the Airport to gather or meet. This space will also serve as the central location for all Airport information and instructions to pilots and users.
- 5.21 Port: "Port" means the Port of Anacortes, a municipal corporation located in Anacortes, Skagit County, Washington, and various properties and facilities that it owns and governs, which includes the Airport. In discussions relative to leases the Port is also referred to as the Lessor.
- 5.22 Roads: "Roads" means any areas used as roads or streets for the exclusive use of ground vehicles, as opposed to aircraft, but shall not include such areas under lease to any licensee or lessee on the Airport.
- 5.23 Taxiway: "Taxiway" means any areas designated as taxiways and used for exclusive use of maneuvering aircraft on the ground, but shall not include any area leased to a licensee or lessee on the Airport.
- 5.24 Tenant: "Tenant" means a person who enters into a written agreement with the Port for the purposes of engaging in a business or other authorized occupancy on the Airport premises. An Airport tenant accepts facilities on Airport premises on an "as is" basis.
- 5.25 Vehicles: All devices, except aircraft, used on the ground to transport persons, cargo, or equipment.
- 5.26 Additional words/terms not listed: The definitions and meanings of other words shall be as contained in the Merriam Webster's International Unabridged Dictionary, latest edition, or for aeronautical terms, definitions as contained in FARs or in FAA Order 7340.2H Contractions.

6. GENERAL POLICIES

- 6.1 The Airport shall be open for public aeronautical use at all times, subject to regulation or restriction due to weather conditions affecting the landing area, the presentation of special events, and such other causes as may be authorized by the Port;
- 6.1.1 This policy is subject to revocation of this authorization of use for violation described further in the Rules and Regulations.
- 6.2 The following are restricted aeronautical operations at the Airport or within the grounds of the Airport;
- 6.2.1 Skydiving, parachuting, and powered parachute operations shall not be conducted except with the prior written authorization of the Port. Aircraft shall not be permitted to use the Airport that are flown for the purpose of releasing skydivers, parachuters, or powered parachuters when the drop zone is planned to be within five thousand (5,000) feet of the Airport runway except by prior authorization of the Port.
- 6.2.2 Model aircraft, towing gliders, radio controlled aircraft, hot air balloons, and kites of any type shall not be operated by any person.
- 6.3 The Port objects to the use of UAS/drones on Airport property.
- 6.4 All City, County, State and Federal penal laws are applicable on Airport property, and the violators thereof are subject to arrest by authorized law enforcement officers.
- 6.5 No person shall engage in any business or commercial activity of any nature whatsoever on the Airport except with the prior written approval of the Port and under such terms and conditions as may be prescribed.
- 6.6 All licensees, lessees, permittees or concessionaires at the Airport shall comply with all requirements of the City, County, State and Federal regulations.
- 6.6.1 Persons violating the Rules and Regulations may be subject to denial of Airport privileges.
- 6.7 All activities or business on the Airport shall be conducted in conformity with the Rules and Regulations, including such amendments, supplements, changes and additions hereafter adopted by the Port. This includes policy and regulation from Federal Grant Assurances.
- 6.8 No person shall operate an aircraft or service, or maintain or repair an aircraft on the Airport, other than in conformance with current FAA regulations and the Rules and Regulations.
- 6.9 All persons licensed to do business on or conduct operations of any kind on the Airport or on Port property must be aware of these Rules and Regulations and the Airport Minimum Standards. Further, it shall be the responsibility of each such person to fully acquaint his or

her clients and/or employees with the Rules and Regulations and Minimum Standards, including, but not limited to, noise abatement, safety, and standard operational procedures.

6.9.1 Failure to abide by this policy shall be grounds for expulsion from and denial of further use of the Airport and/or its facilities.

6.10 Special events such as air shows, air races, fly-ins, and events requiring the use of any area of Airport property shall be held only with prior written approval by the Port and on such dates, in such areas, and upon such terms and conditions as shall be specified.

6.11 No construction work of any kind or alterations shall be made on any part of Airport property without prior permission from the Port. As appropriate, A Notice of Proposed Construction or Alteration (FAA Form 7460-1) shall be submitted to the FAA at least 90-days prior to the start of the work.

6.12 No person shall injure, destroy, damage, or disturb any buildings, structures, signs, equipment, landscaping, appurtenances, or other property at the Airport.

6.12.1 Violators are liable for the value of damage done to property.

6.13 No person shall enter Airport property with a dog or other animal (except police-controlled or service dogs on duty) unless the animal is properly restrained by leash or properly confined. Any domestic animal found roaming on Airport property is subject to impoundment by the Humane Society of Skagit Valley. All excrement must immediately be picked-up and disposed of in the nearest waste receptacle.

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

6.15 All facilities are expressly for the conduct of the owner's or lessee's business and operations. No persons other than employees of the owner or lessee shall make use of the facilities or loiter around such premises without individual and specific permission of the owner or lessee. This section applies to Airport facilities and equipment owned by the Port as well as the facilities and equipment of other governmental agencies on the Airport.

6.16 Any person finding lost articles may notify the Main Port Office. Articles may be turned over to the owners thereof upon proper identification. Articles unclaimed for 60-days may be disposed of in a manner determined by the Port. No bailment relationship is created for lost articles, the Port shall not be considered the bailee of such articles, and the Port shall not be responsible for their condition.

7. HEALTH, SAFETY, SECURITY AND ENVIRONMENTAL (HSSE) POLICIES

7.1 No environmental, hazardous, or toxic material shall be transported through the Airport without prior written approval of the Port.

- 7.2 No persons except authorized City, County, State or Federal officials, and officers or members of the Armed Forces of the United States, shall carry any weapons, concealed deadly weapons, explosive or flammable materials on the Airport without permission from the Port.
- 7.2.1 Delivery of explosive materials requires prior written approval by the Port.
- 7.3 The following apply to all fueling operations:
- 7.3.1 No aircraft shall be fueled inside a hangar.
- 7.3.2 Aircraft being fueled shall be positioned so that fuel tank openings or fuel vents are no closer than twenty-five (25) feet from any structure or stormwater drain.
- 7.3.3 The aircraft being fueled and the fuel dispensing equipment or truck shall be grounded to a point or points of zero electrical potential.
- 7.3.4 Fuel nozzles, hoses, and funnels used during fueling or defueling shall also be grounded. No person shall use any material during fueling or defueling that may cause a static discharge.
- 7.3.5 Radios and electrical apparatus shall be off during fueling and defueling aircraft.
- 7.3.6 No occupants shall be permitted inside an aircraft being fueled.
- 7.3.7 No aircraft shall be fueled or defueled while the engine is running.
- 7.4 During fueling and defueling operations, the aircraft owner or operator is responsible for containing any possible oil or fuel leakage from his/her aircraft. Care must be taken at all times to prevent overflow of fuel.
- 7.4.1 If spillage occurs, it is the responsibility of the owner or operator causing the overflow to clean the area immediately.
- 7.4.2 If damage occurs from such spillage, the owner or operator is liable for any damage resulting from such leakage.
- 7.4.3 No aircraft engine shall be started when there is fuel on the ground under said aircraft.
- 7.5 No person shall conduct any open flame operations in hangars or in the vicinity of aircraft or vehicles. This includes, but is not limited to, all heating elements.
- 7.6 No person shall store or stock material or equipment in such a manner as to constitute a fire or safety hazard.
- 7.6.1 Licensees and Lessees shall provide adequate aisles for passage of fire department personnel and equipment throughout any storage area.
- 7.6.2 No gasoline, paints, cleaning fluid or flammable materials may be stored on Airport grounds other than buildings or storage containers so designated for this purpose by the Port. Such designated buildings or containers are to meet published health and safety standards as required by law.
- 7.6.3 Lubricating oil kept in hangars must be in sealed containers.

- 7.7 All Airport users must comply with the Port’s Industrial Stormwater General Permit and its Best Management Practices.
- 7.8 No person under the influence of alcohol or drugs shall operate a motor vehicle or aircraft on Airport grounds. Anyone intoxicated, drunk, or disorderly on Airport grounds shall be dealt with as provided by City or County statute and is subject to fine and/or imprisonment as provided by law. Operation of aircraft while under the influence of alcohol or drugs is a felony.
- 7.9 Smoking, including but not limited to cigarettes, e-cigarettes, vape pens, cigars, pipes, and marijuana products, is not permitted in any of the following areas:
 - 7.9.1 Aircraft Operational Areas
 - 7.9.2 Aprons and Ramps
 - 7.9.3 FBO Building
 - 7.9.4 Pilots Lounge

Smoking in all other areas must be within designated smoking areas and must be in compliance with RCW 70.160. Smoking materials must be discarded in fire safe receptacles provided by the Port, Licensee, or Lessee. In no event shall smoking activities occur within fifty (50) feet of any aircraft, fuel trucks, or fuel storage facilities.

- 7.10 It shall be the responsibility of all operators at the Airport to protect the safety of all persons coming upon these areas to warn, direct, or restrain the uninitiated and unauthorized persons from trespassing upon Aircraft Operational Areas.
- 7.11 Cleaning of aircraft or accessories with flammable or volatile materials is prohibited in hangars and buildings not specifically designated for this purpose. Such structures must be properly fireproofed and/or mechanically ventilated and authorized by the Port for such purpose. Materials and residues shall be properly collected and disposed of.
- 7.12 Painting of aircraft and doping processes shall be conducted only in buildings approved by the Port.
 - 7.12.1 Prior permission from the Port MUST be obtained.
 - 7.12.2 Buildings and/or painting area must meet safety codes, specifically fire prevention.
- 7.13 No person shall enter Aircraft Operational Areas, rooms, buildings, utility and service areas, or offices where the control of air traffic and/or handling of scheduled air commerce is involved, except persons assigned to duty therein and authorized representatives of the Port.
- 7.14 No person shall travel on the Airport other than on signed roads, walks, or places provided for that particular class of traffic.
- 7.15 No person shall walk across the landing areas of the Airport without specific permission of the Port.

- 7.16 The Port may impose reasonable restrictions as to time, place, and manner of speech at the Airport. Speech includes, but is not limited to, picket lines; public demonstrations; posting, distributing, and displaying signs, circulars, or any other printed or written material.
- 7.17 No person shall operate any type of vehicle for the disposal of garbage or waste material or for use in construction purposes without the prior approval of the Port.
- 7.18 No petroleum shall be dumped or allowed to spill on any Airport property, including, but not limited to, ditches, sewers, or paved or unpaved surfaces, except in designated areas.
 - 7.18.1 In event of violation, the Port may charge the cost of correcting such dumping or spillage to the offender.

8. INCIDENT AND ACCIDENT REPORTING POLICIES

- 8.1 Persons involved in any aircraft incident or accident occurring on the Airport shall make a full report of the incident/accident to the FAA as required by FARs. Such persons shall also:
 - 8.1.1 Stop and remain at the scene of the incident or accident
 - 8.1.2 Render reasonable assistance to injured persons; and
 - 8.1.3 Cooperate with Port staff and law enforcement investigating the incident or accident.
- 8.2 Persons involved in, or witness thereto, any aircraft incident or accident occurring on the Airport shall make a full report to the Port per current procedures posted in the Pilots Lounge.
- 8.3 Any persons involved in a vehicle accident on Airport property, or witnesses thereto, shall report the accident with local law enforcement.
 - 8.3.1 Vehicle accidents on Airport property shall also be reported as soon as possible to the Airport Manager.

9. AIRCRAFT OPERATION POLICIES

- 9.1 All aeronautical activities at the Airport and all operation of aircraft departing from or arriving at the Airport shall be conducted in conformity with all current and applicable provisions of the FARs and directives cited herein.
- 9.2 The Port will publish "Notice to Airmen" (NOTAMS), in accordance with applicable Federal regulations, to alert users of the Airport of any temporary or short-term changes to air or general operations at the Airport.
- 9.3 All aircraft using the Airport must be constructed, equipped and maintained to comply with standards and regulations of the FAA.
- 9.4 No aircraft with a maximum loaded gross weight of over 12,500 pounds may use the Airport.

- 9.5 Under 14 CFR 91.3(a), the pilot in command of an aircraft is directly responsible for, and is the final authority as to the operation of that aircraft. The Port does not have any authority to verify the weight of a departing aircraft, or any other aspect of its operation.
- 9.6 No aircraft engine shall be operated unless a licensed pilot or mechanic is at the controls.
- 9.7 No engine shall be started unless adequate parking brakes are locked or the wheels are adequately blocked in front of the main wheels.
- 9.8 Aircraft shall not perform warm-up or prolonged engine test operations in any area that would result in a hazard to other aircraft, persons, or property and in no case where aircraft is parked in such a position to produce air-blast effect in the direction of hangars or other structures within two hundred (200) feet.
- 9.9 The owners of all aircraft based at the Airport will provide proof of aircraft ownership and registration to the Port. Any change in ownership will require a change in registration and shall be reported to the Port.
- 9.10 No person shall park aircraft in any area on the Airport other than those designated by the Port. The Port reserves the right to remove or relocate the position of any parked aircraft on Airport property or in hangars at any time if the Port determines that it creates a safety hazard or adversely affects the overall operation of the Airport.
- 9.11 The pilot in command of the aircraft is responsible for avoiding a collision with other aircraft, persons, structures, or objects on Airport property.
- 9.12 Aircraft performing engine run-up shall not go beyond holding lines painted on taxiways until ready for takeoff.
- 9.13 All disabled aircraft and parts thereof on the Airport shall be immediately removed from the Airport by the owners unless required or directed to delay such action pending an investigation of an accident.
- 9.13.1 In cases where it is found necessary for the Port to arrange for removal of aircraft without the owner's consent, the owner or owners of such aircraft shall pay for the cost of such removal, including, but not limited to, attorneys' fees and costs, and the Port shall not be held liable for claims of any kind for damages sustained in removal operations.
- 9.14 The following common use areas for aircraft shall be kept clear of obstruction at all times and not be used for parking, storing, repairing, fueling, servicing or for any purpose other than flying and operating aircraft;
- 9.14.1 Landing areas.
- 9.14.2 Taxiway.
- 9.14.3 Markers, lights and other visual aids to aircraft operation.

- 9.14.4 Electronic communication equipment and structures or mechanisms having similar purpose for guiding, dispersing or controlling aircraft.
- 9.14.5 Aprons and ramp areas for use in common by other persons flying or operating aircraft on the Airport.
- 9.15 It is the responsibility of the aircraft owner or operator to secure his/her aircraft while parked at the Airport. The Port assumes no responsibility for the condition, maintenance or upkeep of parking (tiedown) rings.
- 9.16 All transient aircraft while parked at the Airport are expected to park in designated transient locations. Transient aircraft are not allowed to park in any other location on Airport property without prior permission from the Port.
- 9.17 It is the responsibility of any instructors to fully acquaint their students with all policies within the Rules and Regulations and ensure compliance during periods of dual instruction.
 - 9.17.1 When a student pilot is flying solo, he/she is responsible for compliance.
- 9.18 Inbound pilots operating aircraft equipped with 2-way radio communications equipment announce their aircraft model, federal registration number, position, altitude, and intentions on the Common Advisory Traffic Frequency (CATF), 128.25 MHz, upon entering a horizontal radius of five (5) nautical miles of the Airport.

10. COMMERCIAL AVIATION OPERATION POLICIES

- 10.1 No person shall engage in a revenue-producing commercial, industrial or aeronautical business at the Airport without first complying with the Anacortes Airport Minimum Standards for Commercial Activities and these Rules and Regulations. In any instance in which the Rules and Regulations may be, or become, inconsistent with the Minimum Standards, then the Rules and Regulations shall be void as to the conflict. No part of these Rules and Regulations shall be construed as license or authorization to deviate from the Minimum Standards.
- 10.2 Application for the lease of Airport grounds, buildings or other facilities shall be made through the Port. Prior to beginning any business activity, persons shall have obtained the consent from the Port for their proposed venture.
- 10.3 All permits and licenses as required by City, County, State, and Federal agencies shall be obtained and the business owner or operator shall have a signed lease or other agreement as prescribed by the Port that states the detailed requirements for conducting business on the Airport.
- 10.4 The Port may deny an application for one or more of the following reasons:
 - 10.4.1 Where the proposed business does not conform to the Anacortes Airport Master Plan.

- 10.4.2 Where smoke, wildlife or other effects from the proposed business will cause a safety hazard to the normal operation of the Airport.
 - 10.4.3 Where the Ports cost of constructing new buildings, utilities, roads or facilities are higher than the money budgeted for construction for a given year or if the proposed revenue derived from a lease is not enough to amortize the construction investment.
 - 10.4.4 Where environmental effects from the proposed business that have been determined by regulatory agencies would affect the health, welfare or safety of the inhabitants of Anacortes.
- 10.5 The applicant may be required to submit supporting documents with his/her lease application. Included in these documents may be any of the following:
- 10.5.1 A current business and personal financial statement of all principals in the proposed business.
 - 10.5.2 Authorization from the applicant for release of information on past business performance. This may include City, County, State, or Federal agencies in any site the applicant has done business.
 - 10.5.3 The Port may request the principal applicants of a corporation to sign a document of personal liability as collateral against money owed if the applicants should default on their leases.
- 10.6 Hangar space, office space, and/or buildings will be rented based upon the rates and terms established, and upon an established waiting list if applicable.
- 10.6.1 All licensees and lessees of the Port's owned hangars, office space and/or buildings shall not sublet, assign, or furnish any person use of such space without prior written consent of the Port.
- 10.7 All construction and alteration to buildings shall be approved by the Port in advance, and in conformance with City approved building and fire codes.
- 10.8 Licensees and lessees must maintain physical improvements in good condition and in conformity with the requirements of the Airport. No improvement or physical alterations shall be made without prior approval of the Port.
- 10.9 Prompt payment for licensed or leased areas shall be made in accordance with the terms and conditions of the agreement.

11. AIR AMBULANCE SERVICE POLICIES

Note: This section applies only to FAA Part 135 operators who hold FAA certification as Air Taxi and Commercial Operators with specifications allowing air ambulance operations, and which operate under WAC Section 246-976-320, enacted in 2006 and amended. Any provider so licensed and who provides basic life support, advanced life support, or critical care transport aircraft operating from the Airport shall abide by the provisions in this section.

- 11.1 Aircraft shall park in northeast apron area which is northeast of the fuel pumps, facing north if winds allow.
- 11.2 Vehicle providing patient transport to or from the aircraft shall complete the following items before arriving at the aircraft:
 - 11.2.1 Proceed to the general area via Airport Road,
 - 11.2.2 Enter through the gate at the entrance of Airport grounds,
 - 11.2.3 Turn on four-way flashers upon clearing gate,
 - 11.2.4 Turn right (northeast) past FBO building and proceed to the apron area.
- 11.3 Only the patient transport vehicle is permitted access to the aircraft. Additional vehicles may park to the southwest of the fuel pumps.
- 11.4 Vehicle providing patient transport must stay well clear of aircraft to avoid mishap and not block the taxiway or aircraft access to the fuel pumps.
- 11.5 Vehicle providing patient transport shall be well clear (50 feet) of aircraft prior to aircraft startup.

12. HANGAR POLICIES

- 12.1 All terms of individual license agreements control the use of hangars and any violation(s) of agreement will result in immediate termination of agreement.
- 12.2 All licensees of the Port's owned hangars shall not sublet or furnish any person use of hangar space without written consent of the Port.
- 12.3 All construction and alteration to hangars shall be approved by the Port in advance, and in conformance with City approved building and fire codes.
- 12.4 No aircraft shall be taxied into or out of any hangars. Pilots taxiing into areas where people may be located should either shut the engine down and push the aircraft, or have two or more knowledgeable persons ahead of the aircraft assuring that all persons are out of the danger area.
- 12.5 Vehicles shall not be parked in front of hangars except while making deliveries (not to exceed 15 minutes).
- 12.6 Licensees of hangars may park their vehicles in their hangars while operating their aircraft as long as the parked vehicle does not constitute a safety hazard in the hangar.
- 12.7 Hangars and Airport buildings shall be kept clean.
 - 12.7.1 No storage of waste or refuse is allowed in hangars. Licensees shall dispose of waste or refuse in designated receptacles provided for that purpose.
 - 12.7.2 Disposal of personal home garbage or disposal of waste generated off Airport property is strictly prohibited.

- 12.7.3 The use of volatile or flammable liquids is not permitted for the cleaning of floors of hangars or other structures on Airport property.
- 12.8 All Hangars located on Airport property must be used for an aeronautical purpose. Permitted uses include but are not limited to:
 - 12.8.1 Storage of active aircraft.
 - 12.8.2 Final assembly of aircraft under construction.
 - 12.8.3 Non-commercial construction of amateur-built or kit-built aircraft.
 - 12.8.4 Maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of nonoperational aircraft.
 - 12.8.5 Storage of aircraft handling equipment, e.g., towbars, glider tow equipment, workbenches, and tools and materials used in the servicing, maintenance, repair or outfitting of aircraft.
 - 12.8.6 Storage of materials related to an aeronautical activity that do not affect the hangars' primary use.
 - 12.8.7 Storage of non-aeronautical items, as long as the storage of items are in conjunction with the primary aeronautical purpose of the hangar and the storage is within non-utilized area around the aircraft storage area.
- 12.9 The following are non-permitted uses of any Hangar on Airport property:
 - 12.9.1 Impeding the movement of the aircraft in and out of the hangar or impeding access to aircraft or other aeronautical contents of the hangar.
 - 12.9.2 Displacing the aeronautical contents of the hangar. A vehicle parked at the hangar while the vehicle owner is using the aircraft will not be considered to displace the aircraft.
 - 12.9.3 Impeding access to aircraft or other aeronautical contents of the hangar.
 - 12.9.4 Storage for the conduct of a non-aeronautical business or municipal agency function from the hangar (including storage of inventory).
 - 12.9.5 Storage in violation the Rule and Regulations, lease provisions, building codes or local ordinances.
 - 12.9.6 Hangars may not be used as a residence, with a limited exception for sponsors providing an on-airport residence for a full-time airport manager or watchman that has been approved by the FAA.
 - 12.9.7 Long-term storage of derelict aircraft and aircraft parts.
 - 12.9.8 Storage of items or activities prohibited by City, County, State, or Federal law.
 - 12.9.9 Storage of fuel and other hazardous materials.
- 12.10 As per the FAA regulation, all private hangars subject to ground lease are subject to the same rules and regulations, including those that govern permitted and non-permitted uses.

13. GROUND VEHICLE POLICIES

- 13.1 No vehicles are permitted in the landing area except those operated by the Port, City Police, County Sheriff, Washington State Patrol, United States Customs and Border Patrol, FAA

personnel, or those persons specifically authorized by the Port, such as certain fixed base operators and contractors.

- 13.2 All traffic laws and regulations pertaining to vehicles of the City, County and State shall apply to vehicles operating at the Airport. Anacortes Police Department has jurisdiction over the Airport as it pertains to enforcing traffic laws.
- 13.3 All Airport vehicle speeds shall be observed.
- 13.4 Any pedestrian or vehicle operator apprehended on taxiways or runways shall be subject to such penalties as are imposed by law and may be deprived of the further use of the Airport and its facilities for such length of time as may be deemed necessary by the Port.
- 13.5 Vehicle traffic on aprons is restricted to;
 - 13.5.1 Aircraft owners or operators driving to their aircraft parking area or hangar for loading and unloading.
 - 13.5.2 Deliveries to aircraft owners, tenants, or licensees who aircraft or business fronts an apron area.
 - 13.5.3 Vehicles specifically authorized by the Port.
- 13.6 All vehicles on apron areas are restricted to a 15 mile per hour speed limit.
- 13.7 Taxiing aircraft on apron areas have the right-of-way over any other type vehicle. All other types of vehicles shall yield to moving aircraft and shall remain clear until the aircraft has cleared its position by a 100-foot radius.
- 13.8 Authorized vehicles normally operating on runways and taxiways shall be equipped with an FAA-approved amber flashing light (rotating beacon or strobe), and utilize ground-to-air radios.
- 13.9 Before entry onto runway, operators shall stop and notify local air traffic of intention.
- 13.10 Authorized operators of vehicles without approved warning lights and/or two-way radios shall coordinate with the Port before operating on the runway or taxiway.
- 13.11 Drivers are to have a valid driver's license.
- 13.12 All vehicles are to be in a safe, working mechanical condition.
- 13.13 All motor vehicles on the Airport are to be parked in designated parking spots and in accordance with the applicability and conditions set forth in the Rules and Regulations.
- 13.14 All Airport roads are considered areas of restricted parking.
- 13.15 Parking on grass or sod areas is not permitted except by special permission of the Port (during special events such as air shows, etc.).

- 13.16 Parking is restricted within fifteen (15) feet of fire hydrants.
- 13.17 All restricted (time and type of use) parking areas are posted by signs and must be obeyed. Any vehicle parked in a manner inconsistent with the aforementioned conditions will be deemed unauthorized and shall be subject to impounding at the owner's expense in accordance with RCW 46.55.120. Such vehicles shall be tagged with a notice of intent to impound.
- 13.18 The following common use areas for aircraft shall be kept clear of vehicle obstruction at all times and not be used for parking, storing, repairing, fueling, servicing or for any other purpose;
- 13.18.1 Landing areas.
 - 13.18.2 Taxiway.
 - 13.18.3 Markers, lights and other visual aids to aircraft operation.
 - 13.18.4 Electronic communication equipment and structures or mechanisms having similar purpose for guiding, dispersing or controlling aircraft.
 - 13.18.5 Aprons and ramp areas for use in common by all persons flying or operating aircraft on the Airport.
- 13.19 Vehicles for hire or car rental agencies shall only be operated on the Airport with prior Port approval and under the terms and conditions that may be prescribed.
- 13.19.1 Vehicles for hire operating at the Airport must conform to these Rules and Regulations and with local laws.
 - 13.19.2 The Port reserves the right to designate areas for loading and unloading passengers.
- 13.20 It is the vehicle operator's responsibility to observe posted designation and warning signs.
- 13.21 Vehicles shall not be cleaned, maintained, or repaired on Airport property.
- 13.22 Persons parking vehicles on the Airport do so at their own risk and agree that vehicles may be entered and moved by order of the Port when deemed necessary. The Port assumes no responsibility for theft or damage that may occur while on Port property.
- 13.23 Vehicles determined to be abandoned or derelict may be towed at the discretion of the Port. Vehicles may be deemed derelict if they have expired licenses or tabs or are deemed non-drivable.
- 13.23.1 In cases where it is found necessary for the Port to arrange for removal of vehicles without the owner's consent, the owner or owners of such vehicles shall pay for the cost of such removal, including, but not limited to, attorneys' fees and costs, and the Port shall not be held liable for claims of any kind for damages sustained in removal operations.

14. FINANCIAL POLICIES

- 14.1 The Port collects fees for the use of its facilities as determined by FAA grant assurances and to offset the maintenance and operating costs of the Airport.
- 14.2 Some fee types are categorized in the form of a series of tariffs that may be amended, revised or deleted. Each tariff contains a description, authoritative action, effective dates, rates, applicability and conditions.
 - 14.2.1 Ground Vehicle Parking and Aircraft parking (tiedown) rates will be set by tariff for overnight, monthly, and annual arrangements.
- 14.3 Other fees collected are in the form of monthly hangar storage fees, property leases, and office agreements.
 - 14.3.1 Terms, conditions, and rates are established in each individual agreement. Rates shall be adjusted from time to time in such amounts as to provide reasonable returns for the facility leased and/or as identified in each individual agreement.
- 14.4 Current copies of all tariffs and other fees, rates, and charges are available upon request.
- 14.5 All Airport charges are due and payable as indicated on invoices or as specified in the Rules and Regulations. Any unpaid fees are subject to an interest charge equal to eighteen percent (18%) per annum.
 - 14.5.1 The Port may take reasonable actions to collect delinquent Port charges or to deem Airport hangars, aircraft, leasehold property, or vehicles abandoned.
 - 14.5.2 If the licensee or lessee fails to pay the Airport charges owed and the account is at least sixty (60) days delinquent, the Port may take reasonable measures, including but not limited to the use of chains, ropes, and locks, to secure the aircraft within the Airport facility so that the aircraft is in the possession and control of the Port and cannot be removed from the Airport. In the event of non-payment of all charges due and owing to the Port, the Port will follow the procedures set out in RCW 14.08.122 as it is written at the time of the default. If an aircraft has been secured by the Port and is not released to the owner pursuant the procedures set out in RCW 14.08.122 as it is written at the time of the default, an aircraft shall be conclusively presumed to have been abandoned by the owner and sold at public auction to satisfy outstanding Airport charges.
- 14.6 Any Airport use that is delinquent in payment of any of the fees and/or charges that have been established by the Port, whether or not established in the Airport's tariffs or rate and fee sheet, are considered in violation of these Rules and Regulations and may be removed from the Airport and refused the further use of the Airport and its facilities.

- 14.6.1 Fees, rates and charges include, but are not limited to, finance charges for late payments, Non-Sufficient Fund checks, vending machine proceeds, and charges for repair of damaged or destroyed Airport facilities and/or property.

15. HOLD HARMLESS AND INDEMNIFICATION

Each person or entity using the Airport or its facilities do so at their own risk. The Port does not assume any responsibility or liability for loss or damage to property or persons at the Airport. Users further agree to release, protect, indemnify, defend (with legal counsel acceptable to the Port) and to hold and save harmless the Port, its elected officials, agents and employees, their successors and assigns, heirs, executors, and administrators from and against all liabilities, losses, demands, obligations, fines, claims, claims for mechanics liens, damages, penalties, causes of action, suits, costs and expenses (including without limitation attorney's fees and expenses) (collectively "Claims") due to, resulting from, or arising from:

- Acts, failure to act, omissions of the user, its servants, agents, invitees, guests or employees on or about Port property;
- The person's use of Port property or any part thereof, including but not limited to, runways, taxiways, aprons, tie-down areas, fueling stations, hangars, buildings, sidewalks, curbs, parking lots, streets or ways;
- Any failure on the part of the user to perform or comply with any rule, ordinance, contract or agreement term, or law;
- Hazardous substances on Port property, adjacent to Port property, caused in whole or in part by or arising from the activities of the person, their agents, or any other person or entity on the Port's property as a result of the person's activities.

The Airport user agrees to indemnify the Port for the concurrent negligence of the Port and user, to the extent of the user's negligence. This hold harmless and indemnification does not apply to damage or injury caused by the sole negligence or intentional acts of the Port, its elected officials, agents, or employees. This hold harmless and indemnification provision shall supplement any similar provisions in any other agreement that a user has with the Port.