

SIERRA VISTA

Municipal Airport



RULES AND REGULATIONS

For

Sierra Vista Municipal Airport
Sierra Vista, AZ

Prepared for the
City of Sierra Vista

by
Coffman Associates, Inc.

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Sierra Vista City Council
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RULES AND REGULATIONS

INTRODUCTION

Airport Background

The Sierra Vista Municipal Airport (the Airport) was established as a public-use, general aviation airport on June 8, 1972, when the City of Sierra Vista signed a 20-year lease agreement with the U.S. Army for 10.5 acres of land adjacent to Libby Army Airfield. On September 16, 1982, the U.S. Army officially deeded to the City the initial 29.08 acres of land located on the north side of Libby Army Airfield, which transformed the Airport into a City-owned, joint-use facility, and qualified the Airport for grant funding assistance from the Federal Aviation Administration's (FAA) Airport Improvement Program (AIP). On August 1, 1989, the U.S. Army deeded to the City an additional 43.05 acres of land. The total area of land that the Sierra Vista Municipal Airport occupies today is approximately 72.13 acres.

In accordance with FAA grant assurances and sound airport operational practices, the Sierra Vista City Council adopted City Ordinance No. 566 on January 14, 1982, which established the Sierra Vista Municipal Airport Rules and Regulations. Although most of the Rules and Regulations are still applicable today, since September 11, 2001, the aviation industry and airport regulations, in general, have changed significantly. In 2007, the City Council appointed an Airport Task Force to review operations at the Airport. One of the recommendations from this Task Force was to update the Airport's Rules and Regulations and establish Minimum Standards specific to the Airport. The City Council included an objective in its 2008-2009 Strategic Plan to update the Airport's Rules and Regulations and establish Airport Minimum Standards to be implemented by June 30, 2009. This document is a result of the Airport Management, Airport Task Force, Airport Commission, and City Council's efforts in achieving this Strategic Plan objective.

Purpose

The owners of federally obligated airports have the responsibilities for instituting Rules and Regulations for the safe and efficient operation of an airport. The FAA also encourages the airport owner (sponsor) to impose Rules and Regulations for the safe operation and use of its airport. Airport owners, in exchange for federal funding to assist in airport development, should establish Rules and Regulations for those wishing to provide aeronautical services on their airport. Procedures should be fair and equitable for all users on the airport and should be tailored to the specific aeronautical activity on the airport to which they are to be applied.

The City of Sierra Vista is committed to provide the safest possible atmosphere for the conduct of aviation activities for tenants, guests, residents, students, and employees at the Airport. The purpose of these Rules and Regulations is to govern the operation and use of civilian facilities and operations at the Airport in concert with Libby Army Airfield. They are intended to be in addition to and not in conflict with any Federal, State, or local laws, ordinances, rules, regulations, or policies. Should any conflict exist, the Federal, State, or local laws, ordinances, rules, regulations, or policies shall prevail.

The City of Sierra Vista shall exercise full authority over the operation of the Airport.

DEFINITIONS

The following terms, whenever used in the Airport Rules and Regulations, are defined below.

Accident or Incident: A collision between an aircraft and any other aircraft, vehicle, person, stationary object, or other thing which results in property damage, personal injury, or death; or any entry into or emerging from a moving aircraft by a person which results in personal injury or death to such person or some other person, or which results in property damage.

Aeronautical Activity: Any activity conducted at the airport which involves, makes possible, or is required for the operation of aircraft, or which contributes to, or is required, for the safety of such operations, and shall include, but not be limited to, all activities commonly conducted on airports, such as air taxi and charter operations, pilot training, aircraft rental, aerial sightseeing, aerial photography, flying clubs, aerial surveying, air carrier operations, aircraft sales, aircraft service, aviation petroleum product sales, aircraft maintenance and repair, navigation equipment sales and repair, radio equipment sales and repair, sale of aircraft parts, and aircraft storage.

Aeronautical Services: Any service which involves, makes possible, or is required for the operation of aircraft, or which contributes to, or is required for, the safety of aircraft operations commonly conducted on the airport by a person who has a lease or operator's license with the airport to provide such services.

Aircraft: Any and all contrivances, now or hereafter, used for the navigation of or flight in air.

Aircraft Parking Area: The open areas of the airport to be used for aircraft parking or storage, or areas for the servicing of aircraft with fuel, lubricants, and other supplies, or for making minor or emergency repairs to aircraft, or for any or all such purposes.

Airfield: All of the areas comprising Libby Army Airfield.

Airport: The areas comprising and referencing Sierra Vista Municipal Airport as now existing or as the same may hereafter be expanded and developed and shall include all of its facilities, but shall exclude those areas operated and controlled by the U.S. Army.

Airport Commission: The duly established and appointed airport advisory commission of the City of Sierra Vista.

Airport Layout Plan: The drawing of the airport showing the layout of existing and proposed airport facilities. This drawing is approved by the Federal Aviation Administration.

Airport Manager: The Director of Public Works of the City of Sierra Vista or his designee.

Airport Master Plan: The concept of the long-term development of the airport.

Airport Operations Area: Any area of the airport used or intended to be used for landing, takeoff, taxiing, or the surface movement of aircraft.

Authorized Area: Those areas of the Airport within the airport operations area designated for the loading, unloading, servicing, or parking of aircraft.

Business: Any person, partnership, association, company, or corporation that requires a license pursuant to Chapter 110 of the City of Sierra Vista Code of Ordinances.

City: The City of Sierra Vista, Arizona, the elected City Council thereof, or its duly authorized representative.

City Attorney: The City Attorney of the City of Sierra Vista, Arizona or designee.

City Clerk: The City Clerk of the City of Sierra Vista, Arizona or designee.

City Council: The City Council of the City of Sierra Vista, Arizona.

City Manager: The City Manager of the City of Sierra Vista or designee.

Civilian Aviation: All aviation except for that related to military operations.

Commercial Activity: The exchange, trading, buying, hiring, or selling for profit of commodities, goods, services, or tangible or intangible property of any kind, or any revenue-producing activity on the Airport.

Commercial Service: The phase of aviation related to commercial passenger service and airlines.

Directive: Instructions and guidance serving to govern and direct operational matters. All directives will be approved by the City Manager and Airport Manager.

Federal Aviation Administration: Agency with authority to regulate and oversee all aspects of civilian aviation.

Fixed Base Operator (FBO) / Specialized Aviation Service Operator (SASO): Any aviation business or Fixed Base Operator/Specialized Aviation Services Operator as defined in the Sierra Vista Municipal Airport Minimum Standards and are duly licensed and authorized by written agreement with the airport owner to provide aeronautical activities and services at the Airport under strict compliance with such agreement and pursuant to the Airport Rules and Regulations and Minimum Standards.

Flying Club: A non-profit organization established to promote aviation, develop skills in aeronautics, and raise awareness and appreciation of aviation requirements and techniques through ground or flight instructional procedures.

Fuel: The aviation petroleum product used to operate piston or jet turbine engines.

Fuel Flowage Fee: A per gallon fee that must be paid to the airport by any person or entity allowed to dispense fuel on the airport.

Fuel Storage Area: Any portion of the airport designated temporarily or permanently by the airport manager as areas in which gasoline, or any other type of fuel, may be stored or loaded.

Fuel Operations: The dispensing of aviation fuel directly into aircraft or dispensing the same from a separate medium such as a fuel truck or self-fueling facility.

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

Governmental Aircraft: An aircraft owned or contracted for use by the federal government.

Large Aircraft: An aircraft weighing more than twelve thousand five hundred (12,500) pounds maximum certified takeoff weight or turboprop and turbojet aircraft.

Leased Areas: The land and/or improvements used exclusively by the lessee for the conduct of lessee's activities.

Maintenance: The inspection, overhaul, repair, preservation, and replacement of parts of an aircraft, excluding preventive maintenance.

Minimum Standards: The standards which are established by the airport owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the Airport.

Non-Profit: Activities undertaken for philanthropic, religious, charitable, benevolent, humane, public interest, or similar purposes.

Operator: A person, firm, or corporation in possession of an aircraft or vehicle or any person who has rented such for the purpose of operation by himself or his agent.

Owner: A person who holds the legal title of an aircraft or a vehicle, or in the event that the aircraft or vehicle is the subject of a conditional sale or lease thereof, the person entitled to possession.

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

Pedestrian: A person on foot.

Permission or Permit: Permission granted by the airport manager unless otherwise herein specifically provided.

Person: Any individual, firm, partnership, corporation, company, or association.

Preventive Maintenance: Simple or minor preservation operations of aircraft and the replacement of small standard parts not involving complex assembly operations as delineated in Code of Federal Regulations (CFR) Title 14 Part 43.

Policy: A general principle or plan by which the airport is guided in its management of public affairs. The City of Sierra Vista will approve all policies.

Restricted Area: Any area of the airport designated to prohibit entry or limit entry or access to specific authorized persons.

Significant Spill: Any dimension of a spill greater than 10 feet; or the spill area is greater than 50 square feet; or the fuel flow is continuous in nature.

Small Aircraft: An aircraft weighing twelve thousand five hundred (12,500) pounds or less maximum certified takeoff weight.

Solicitation or to Solicit: Asking, requesting, imploring, or pleading repetitively or continuously, directly or indirectly, actively or passively, openly or subtly, orally, in writing, or otherwise for money or anything of pecuniary value. Solicitation also includes requests to sign a petition.

Standard Procedure: A specific method or course of action or an established way or order of accomplishing a specific matter. All standard procedures will be approved by the airport manager.

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

Vehicle Parking Area: Any portion of an airport designated and made available, temporarily or permanently, by the airport manager for the parking of vehicles.

SECTION 1 GENERAL REGULATIONS

All applicable inter-governmental agreements, memorandums of understanding, land deed conditions, and Federal, State, and local laws in the Airport's jurisdiction now in existence or hereafter put into effect, and not in conflict with these Rules and Regulations, are hereby adopted by reference, as part of these Sierra Vista Municipal Airport Rules and Regulations.

1.1 Compliance, Administration, Amendments, and Enforcement

1. Any permission granted by the City, directly or indirectly, expressly or by implication otherwise, to any person or persons to enter or to use the Airport or any part thereof, is conditioned upon strict compliance with the Airport's Rules and Regulations, Minimum Standards, and any policy letters or other City directives. The City reserves the right to deny any or all usage of the Airport to any person or persons for just cause permitted by law.
2. Any permission granted by the City is conditioned upon the payment of any and all applicable fees and charges established by the City.
3. The Airport Manager, or designee, shall be responsible for the administration and enforcement of the Rules and Regulations contained herein, excluding such action as may require police powers.
4. Any decision of the Airport Manager, unless otherwise provided herein, shall be subject to appeal to the City Manager.
5. Amendments, additions, or deletions shall be made by formal written approval of the City Manager based on recommendations from the Airport Manager and Airport Commission.
6. In the event of an emergency at the Airport, the Airport Manager, or designee, has absolute authority on the Airport. During such an emergency, the Airport Manager, or designee, may suspend these Rules and Regulations or any part thereof, at their discretion and judgment and issue oral orders as may be deemed necessary.
7. A violation of these provisions contained herein or any other lawful ordinance, rule, regulation, or policy may result in denial of Airport use and access, privileges, termination of lease and/or operator's license agreements, and/or prosecution under applicable Federal, State, or local ordinances. Any violation of the provisions shall be deemed a misdemeanor.
8. These Rules and Regulations apply only to services conducted on the Airport and do not have jurisdiction over activities specific to Libby Army Airfield.

1.2 Fees and Charges

1. The City is required by Federal statute and FAA grant assurances to have an established fees and charges structure that is assessed non-discriminately and allows the Airport to become as self-sustaining as possible. According to the Federal Register entitled "Policy and Procedures Concerning the Use of Airport Revenues," (dated February 16, 1999) the City is allowed, but not required, to consider reduced rental rates for non-profit organizations such as Civil Air Patrol units, aviation museums, and higher education aeronautical programs which operate an aircraft at the Airport, provided the benefits to the Airport and aviation community are justified and substantiated.
2. All fees and charges will be in accordance with the Airport's Rules and Regulations, Minimum Standards, and any Airport fees and charges directives approved by the City or the terms and conditions of the contracts or agreements between the City of Sierra Vista and an Airport commercial operator. All user fees will be determined by the City.
3. All Airport related fees and charges are provided in a separate document and/or fee schedule approved by the City Manager.
4. The City Manager, based on recommendations from the Airport Manager and Finance Manager, shall establish fees and charges for the Airport in accordance with FAA stipulations regarding the establishment of such.
5. No fees or charges will be required for parking of military aircraft, providing such parking does not conflict with paying customers.
6. All billings are payable upon presentation of an invoice unless otherwise noted thereon or covered by contract provisions.
7. The City will establish fees and charges pertaining to airport and aircraft activities.

1.3 Airport Liability

The City assumes no responsibility or liability for loss, injury, or damage to persons or property on the Airport or using Airport facilities.

1.4 Written Agreement Required

Persons utilizing any portion of the Airport or any structure thereon, for revenue-producing commercial activities or soliciting business or funds for any business or for any activity, shall do so by conducting the business under the terms of an existing lease and/or operator's license while complying with the Airport's Rules and Regulations and Minimum Standards.

1.5 Damage to Airport Property

Any person causing or liable for, any damage shall be required to pay the City on demand the full cost of repairs. Any person failing to comply with these rules may be refused access to and use of the Airport.

1.6 Dangerous Substances

The possession, use, storage, sale, and transportation of flammable materials or similar potentially dangerous substances are controlled by the Uniform Fire Code and National Fire Protection Association (NFPA), as adopted by the City, which requires permits thereof, and are prohibited at the Airport except in compliance therewith.

1.7 Solicitation

Solicitation for any purpose on the Airport may be conducted in designated areas (i.e. bulletin boards). Solicitation involving other than "bulletin board material" shall be approved in advance by the Airport Manager.

1.8 Leased Areas and Facilities

All leased areas and facilities are for the conduct of the lessee's or operator's business and operations. No person other than employees and the lessee or operator shall make use of these facilities or loiter around such premises without individual and specific permission from the lessee or operator. All leased existing or new facilities shall be approved by the City.

1.9 Prohibited Conduct

Notwithstanding any provision in these Rules and Regulations or written agreements issued, the following activities are prohibited at the Airport:

1. Sale or distribution of any items, goods, merchandise, or services except when expressly allowed by written agreement with the City.
2. Conduct that in any way obstructs, delays, or interferes with the free movement of any other person or authorized business of the Airport except by Airport staff.
3. Use of any noise-making device, sound or voice amplifying apparatus, singing or chanting, or any other sound which may reduce the effectiveness or interfere with the business functions of the Airport, except upon approval of the Airport Manager.
4. Any activity which constitutes a danger to persons or property or which interferes with Airport operations.
5. Any conduct which misrepresents the identity of the individual or organization for which the individual is performing the permitted activities.

6. Entrance upon the Airport operations area without permission. Permission is implied for persons assigned to duty thereon by the City or an authorized lessee or operator or for pilots, aircraft crews, and passengers.
7. Disposal of garbage, papers, or other material on the Airport except in the receptacles provided for that purpose.
8. Abandoning any personal property on the Airport. Any personal property so abandoned shall be disposed of in the manner prescribed by applicable Arizona Revised Statutes or the City Code. Any costs associated with the proper disposal of personal property will be charged to the violator.
9. Any additional conduct prohibited by law.

SECTION 2 AERONAUTICAL USE

2.1 General

1. Persons shall not use the aircraft operations area except upon the payment of fees and charges as may be prescribed by the City, unless such person is entitled to use such areas under a lease and/or operator's license.
2. The City may cause to be removed from any area of the Airport any civilian aircraft which is disabled, abandoned, parked in violation of these Rules and Regulations, or which present an operational problem, to any other area at the Airport, at the owner/operators expense and without liability for damage which may result in the course of such moving.
3. Aircraft owners, their pilot or agent, shall be responsible for the prompt removal of disabled or dismantled aircraft, and parts thereof, from the airfield or Airport, unless required or directed by the Airport Manager, the FAA, or the U.S. Army, to delay such action pending an investigation of an accident. In the event of failure to promptly remove such disabled aircraft at the direction of the City, the Airport Manager will cause the aircraft to be removed and bill the owners thereof for all charges incurred in the removal of same.
4. No aircraft shall be started, run up, or taxied at the airport where the exhaust or propeller blast may cause injury to persons or damage to property.
5. No aircraft shall be operated on the Airport in a careless or negligent manner or in disregard of the rights and safety of others
6. Persons involved in aircraft accidents or incidents occurring on the Airport where a report is required by the FAA and/or the National Transportation Safety Board shall file a copy of such report with the Airport Manager.

7. No person may interfere or tamper with any aircraft, put in motion such aircraft, use or remove any aircraft, aircraft parts, instruments, or tools without positive evidence of permission of the owner or in an emergency situation in which safety warrants doing so.
8. All aircraft operating at the Airport must exhibit registration markings as described in Code of Federal Regulation (CFR) Title 14 Part 45.

2.2 Airport Operational Restrictions

1. Libby Army Airfield and the City, with prior U.S. Army and/or FAA approval, have the power to restrict the use of the Airport with respect to the following types of operations, including, but not limited to:
 - A. Touch-and-go flights
 - B. Training flights
 - C. Experimental flights
 - D. Equipment demonstration
 - E. Air shows
 - F. Maintenance flight checks
 - G. Powerless aircraft
 - H. Banner towing
 - I. Model airplanes, tethered balloons, or other objects constituting a hazard flow on or within the vicinity of the airfield
 - J. Parachute jumping over or onto the airfield
 - K. Ultralight vehicle activity
 - L. Aerobatic activity
 - M. Agriculture operations
2. No person may cause an aircraft, other than a helicopter, to land or takeoff at the Airport, except on a runway. Helicopters may operate from a helipad or other approved locations designated by the Airport Manager.
3. All aircraft with an operational radio should monitor the appropriate frequency during takeoff, landing, and taxiing.

2.3 Aircraft Ground Rules

1. Persons may park an aircraft in any designated parking area on the Airport and in the manner prescribed by the Airport Manager. If any person uses unauthorized areas for aircraft parking, the aircraft parked may be removed by or at the direction of the Airport Manager at the risk and expense of the owner.
2. Aircraft operators will ensure that aircraft are properly secured when parked as appropriate for the aircraft type.
3. No aircraft will be left unattended on the Airport unless it is in a hangar or adequately secured in an aircraft parking area.

4. Articles left in aircraft are the sole responsibility of the aircraft owner/pilot. Theft or vandalism of said articles are not the Airport's responsibility.
5. No aircraft engine may be run at the Airport unless an appropriately rated pilot, a certificated airframe and power plant mechanic, or an individual under supervision of an appropriately rated pilot or a certificated airframe and power plant mechanic qualified to run the engines of that particular type of aircraft is at the controls.
6. No aircraft engine will be run-up or started while under the roofline of a hangar, whether said hangar is enclosed or not.
7. No person shall taxi an aircraft until he has ascertained that there will be no danger of collision with other aircraft, persons, or objects in the immediate area, and has notified Libby Ground Control, when operational and appropriate, of intentions or, during periods of Control Tower closure, has made a call on the tower frequency notifying any airfield traffic of intentions.

2.4 Helicopter Operations

In addition to all other Rules and Regulations set out herein, all helicopters may:

1. Taxi, tow, or otherwise move with rotors turning only if there is no risk of damage to tie-down fixed wing aircraft and if there is a safe distance in all directions from the outer tips of the rotors.
2. Operate a safe distance from any areas on the Airport where light aircraft are parked.
3. The operator of any rotorcraft is responsible for any damage resulting from propwash generated by said aircraft.
4. In the event that self-service and full-service fuel operations are available at the Airport, a helicopter must be fueled by full-service only unless it can be towed to/from the self-service fuel facility with the rotors not turning.

2.5 Use of Aircraft Storage Hangars

Tenants will use their hangar premises in accordance with the Airport Minimum Standards and adhere to the following Rules and Regulations requirements:

1. Aircraft storage hangars will not be used for any purpose that would constitute a nuisance or interfere in any way with the use and occupancy of other buildings and structures in the neighborhood of the leased premises.
2. Tenants are required to abide by NFPA's "Electrical Requirements and Hazards for Airport Hangars" guidelines. This document can be obtained from the Airport Manager.

3. The primary use of aircraft storage hangars will be storage of aircraft and items incidental to the operation and maintenance of the stored aircraft.
4. No items of any nature will be attached to the building, interior or exterior without written permission of the Airport Manager. No aircraft or aircraft component may be suspended or lifted utilizing the building or any component of the building.
5. No alterations will be made to the hangar structure without written approval by the Airport Manager. Alterations are subject to removal by the Airport Manager at the tenant's expense, upon thirty (30) days written notice unless the Airport Manager, or designee, determining that safety reasons require the waiving of such notice, for the purpose of repair, construction, or other purposes deemed necessary by the Airport.
6. No flammable material or refuse shall be stored or allowed to accumulate in hangars, except that tenants may store a reasonable amount of aircraft lubricants and fuel needed for the operation of stored aircraft, provided said lubricants and fuel are stored in an NFPA approved container or locker.
7. Aircraft are not to be washed with running water in hangars when such washing will cause drainage into or through another hangar.
8. Minor paint spraying related to aircraft touch-up and corrosion control is permitted. Major paint spraying is not permitted. Portable air compressors and air compressor tanks used to inflate aircraft tires and operate tools necessary to perform intended maintenance are permitted.
9. No smoking in hangars is permitted.
10. Tenants will exercise reasonable care to keep oil, grease, or similar products off the floor.
11. Tenants will see that utilities, if available, are not used excessively. A surcharge may be issued to the tenant's account for excessive utility use, at the discretion of the Airport Manager.
12. Hangar doors will be kept closed at night, unless hangar is occupied by the tenant(s).
13. No aircraft or vehicle is to be parked by any hangar, in such a manner as to block access to adjoining hangar spaces or to cause inconveniences to other tenants.
14. A vehicle may be parked in the hangar during which time the aircraft assigned to the hangar is being utilized.

15. The premises are for the private use of the tenant and may not be used for any commercial purpose including, but not limited to, the sale of products or services of any kind except for conditions set forth in a lease and/or operator's permit.
16. Tenants will not be permitted to perform repair service on automobiles or automotive equipment of any kind in hangars or on airport property other than an authorized motorized towing vehicle from or at the premises.

2.6 Hangar Inspections

1. Aircraft storage hangars shall be subject to semi-annual and periodic inspections by the Airport Manager and Fort Huachuca and City of Sierra Vista Fire Departments to ensure compliance with all applicable Federal, State, and local laws, ordinances, Minimum Standards, and these Rules and Regulations.
2. A copy of the hangar inspection checklist can be obtained from the Airport Manager.
3. Advance notice will be given by the City prior to conducting hangar inspections.
4. If it is determined that there is no aircraft occupying a City-owned aircraft storage hangar, the tenant will have sixty (60) days to confirm assignment of an aircraft to the hangar, or vacate. Assigned aircraft may include those currently located at another airport due to maintenance, owner travel needs, etc., in which the sixty (60)-day period may be waived by the Airport Manager. The sixty (60)-day period may also be waived by the Airport Manager in cases where the tenant is in the process of selling and/or buying an aircraft. During the time there is no assigned aircraft occupying the hangar, only items subject to approval by the Airport Manager may be kept in the hangar, and monthly rental payments on the hangar will be the tenant's responsibility.

SECTION 3 FIRE AND SAFETY

3.1 General

1. All persons using the Airport or the facilities of the Airport must exercise the utmost care to guard against fire and injury to persons or property.
2. All applicable codes, standards, and recommended practices in the City, and the NFPA now in existence or hereafter put into effect and not in conflict with these Rules and Regulations, or with the Airport's policies, standard procedures, directives, or FARs, are hereby adopted by reference as part of these Rules and Regulations.

3.2 Fueling Operations

1. Aircraft must be grounded to the refueling or defueling equipment whenever being fueled or defueled.
2. No aircraft may be fueled or defueled while inside any building or structure.
3. Any person, including the owner or operator of aircraft, causing overflowing or spilling of fuel, oil, grease or other contaminants anywhere on the Airport will be responsible for ensuring the immediate cleanup of such spillage. In the event of failure or refusal to comply with such cleanup requirements, the spillage may be cleaned up by the Airport fueling staff at the responsible party's expense.
4. Any significant fuel spillage as defined by the City must be reported immediately to the fire department via telephone by dialing 9-1-1. Details of all spillages must be reported to the Airport Manager. Aircraft fuel delivery devices and other vehicles will not be moved or operated in the vicinity of the spill until the spillage is removed.
5. If a fire occurs in or near a fuel delivery device while servicing an aircraft, the fire department must be notified immediately by dialing 9-1-1. Fueling must be discontinued immediately and all emergency valves and dome covers must be shut down at once.
6. When draining the sumps of aircraft fuel, the fuel must be caught in containers and the fluid disposed of in a safe manner.
7. No smoking shall be permitted on the aircraft parking apron within fifty (50) feet of a fuel truck, fuel tank, or aircraft while fueling or on other areas where it is specifically prohibited by the Airport Manager.

3.3 Authority to Dispense Aviation Fuel

1. Only those entities that have a verified status as an approved fixed base operator (FBO) and/or are approved to do so by the Airport Manager (i.e., pilots who have an FAA Supplemental Type Certificate to use auto fuel or pilots using self-serve fuel facilities) may provide the equipment necessary for the dispensing of fuel into a public or private aircraft.
2. No person may dispense aviation fuel directly into anything other than an aircraft or approved container, or sell fuel for such purposes.

3.4 Housekeeping

1. All persons occupying space at the Airport must keep the space allotted to them clean and free from outside storage, derelict vehicles or aircraft, rubbish and accumulation of any material.

2. Approved metal receptacles with a self-extinguishing cover will be used for the storage of oily waste rags and similar material. The contents of these receptacles will be removed daily by persons occupying space; drip pans will be placed under engines and kept clean at all times, and clothes lockers will be constructed of metal or fire-resistant material.

3.5 Hazardous Materials

1. No person may, without prior permission from the Airport Manager, keep, transport, handle or store at, in or upon the Airport any cargo of explosives or other hazardous articles which are barred from loading in or for transportation by civil aircraft in the United States under the current provisions of regulations promulgated by the United States Department of Transportation, the FAA, or by any other applicable City regulations. Compliance with said regulations will not constitute or be construed to constitute a waiver of the required notice or an implied permission to keep, transport, handle or store such explosives or other dangerous articles at, in or upon the Airport. Advance notice of at least twenty-four (24) hours must be given to the Airport Manager to permit full investigation and clearances for any operation requiring a waiver of this rule.
2. Any person engaged in the transportation of hazardous articles must have designated personnel at the Airport authorized and responsible for receiving and handling such shipments in compliance with Federal, State, and local regulations.
3. Any person engaged in the transportation of hazardous articles must provide storage facilities which reasonably ensure against unauthorized access or exposure to persons and against damage to shipments while in the Airport.

3.6 Storage of Equipment

Unless otherwise provided for by a contractual agreement, no person will use any area of the Airport, including buildings, whether privately or publicly owned, for the storage of cargo or any other property or equipment without prior permission of the Airport Manager, or designee. The Airport Manager, or designee, will have the authority to order the cargo or any other property removed and stored at the expense of the owner or consignee without responsibility or liability by the Airport.

SECTION 4 VEHICLE USE

4.1 Vehicle Operations

1. Vehicles shall be operated only in those areas of the Airport as may be authorized by the Airport Manager, and then under the rules as are established herein.
2. Vehicles at the Airport shall be operated in a safe manner and in strict compliance with speed limits, prescribed by the City's Police Chief or Airport Manager, as indicated by posted traffic signs.

3. No vehicle shall be operated at the Airport in a careless or negligent manner or in disregard of the rights and safety of others.
4. No person shall leave a vehicle or permit the same to remain unattended on any aircraft operations area of the Airport. No person shall operate a vehicle on the airport operations area unless authorized by the Airport Manager. No aircraft refueling vehicle shall be parked except in areas as are designated by the Airport Manager.
5. The City may cause to be removed from any area of the Airport any vehicle which is disabled, abandoned, parked in violation of these Rules and Regulations, or which present an operational problem, to any other area at the Airport, at the operator's expense and without liability for damage which may result in the course of such moving.
6. Aircraft taxiing in the airport operations area will have the right-of-way over vehicular traffic. No vehicle shall operate in close proximity to an aircraft so as to present a hazard or interfere with the safe operation of the aircraft.
7. Operation of vehicles on the Airport will be in compliance with all applicable Federal, State, and local ordinances and laws and the Airport's Rules and Regulations. No person will operate a vehicle on the Airport without an appropriate valid driver's license and proof of insurance.
8. The Airport Manager is authorized to close or restrict the use of all Airport roadways to vehicular traffic in the interest of public safety and airport security.
9. No motor vehicle may be stored, parked or repaired on Airport property, except in areas so designated by the Airport Manager, except for minor repairs necessary with respect to a temporarily disabled vehicle. A vehicle may be parked in an aircraft storage hangar during which time the aircraft assigned to the hangar is being utilized.
10. Any vehicle entering the Airport may be subject to inspections in accordance with Federal regulations.
11. Any motor vehicle shall come to a complete stop within 50 feet of a moving aircraft under its own power or an aircraft being towed.

4.2 Procedure in Case of Accidents

The driver of any vehicle involved in an accident on the Airport which results in injury to or death of any persons or property damage must immediately stop such vehicle at the scene of the accident and immediately, by the quickest means of communication, give notice of the accident to the applicable law enforcement agency, usually by dialing 9-1-1.

4.3 Vehicle Parking

1. Any vehicle remaining in a public parking lot on the Airport for more than thirty (30) consecutive days will be considered an abandoned vehicle unless registered with the Airport for long-term parking, in writing and approved by, the Airport Manager.
2. No person may park any vehicle in reserved parking areas without a valid permit issued by the Airport. Each vehicle parked in a reserved area must prominently display an identifying insignia provided by the Airport, or other markings acceptable to the Airport. Every such vehicle will be parked only in the space or area as specifically assigned.
3. No person shall leave a vehicle or permit the same to remain unattended on any aircraft operations area of the Airport unless authorized by the Airport Manager.

4.4 Traffic Citations and Tickets

Law enforcement officers are authorized to issue traffic citations or parking tickets for violation of any provision of Federal, State, or local laws and the Airport's Rules and Regulations governing the operation and parking of vehicles on the Airport.

SECTION 5 SPECIAL EVENTS

5.1 General

1. Any person or organization wishing to hold an event not normal to operations on the Airport must first notify the Airport Manager, who will determine the need for a Special Event permit. If a permit is needed, the person or organization must then apply for, and be issued a permit by the City. Any proposal for a Special Event that would involve the non-aeronautical use of the Airport should be approved by the FAA.
2. The Special Event sponsor will be required to obtain general liability insurance for the event as determined by the City Clerk. The certificate of insurance policy shall name the City as additional insured.
3. No person shall drink any intoxicating liquors upon any portion of the Airport open to the public, except in such places as shall be properly designated and permitted for liquor dispensing. If approved through permit, it is the responsibility of the permit holder to ensure that no open containers of alcohol on the premises shall be permitted beyond the designated special event site.
4. The Special Event permit should be applied for through the City Clerk's office in a reasonable time period prior to the scheduled event. The City will respond with the necessary requirements that must be met to hold the event. The event will not be held without the permit in hand to show authorities.

5. 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 extra overhead expense and damages by the City.
6. The sponsor may be required to make arrangements for vehicle towing, garbage pick-up, and refuse clean-up.
7. A Special Event that involves certain maneuvers by aircraft must be coordinated with the Airport Manager, the local Flight Standards District Office (FSDO) of the FAA, and the Libby Army Airfield Manager.

5.2 Special Event Permit Application

1. The permit application must include the following:
 - A. Sponsor's name and address
 - B. Person in charge of the activities
 - C. Map or drawing that shows the display area and parking area
 - D. Hours of operation and security provided
 - E. Who is responsible for clean-up after the event.
 - F. Specify whether event is free of charge or admission will be charged.
 - G. Specify whether food or beverage vendors will be participating, and if so, a County Health Permit may be required
 - H.. Applicant must be able to provide proof of insurance coverage as specified by the City of Sierra Vista, naming the City as additional insured.
 - I. Specify any Airport staff and/or resources that the City may be required to provide.

5.3 Special Event Fees

1. Fees may be assessed to Special Events on the Airport and will be in accordance with expenses incurred by the City for the specific event (i.e., increased security, on-duty airport personnel, etc.).
2. Sponsors may be required to pay a usage fee for any Special Event held on the premises of an Airport-owned building or parking apron. The usage fee will be determined by the City, and depending on the scope of the event, the City has the right to waive this fee.

SECTION 6 PERSONAL CONDUCT

6.1 Compliance with Signs

All persons will observe and obey all Airport posted signs, fences, and barricades. Sign placement, removal, and procedures associated with tenant usage will be governed by the Airport's Rules and Regulations, Minimum Standards, policies, or other directives or as set forth in written leases, operator's licenses, or other forms of written authorization.

6.2 Pollution and Sanitation

1. No person will conduct activities in such a manner as to cause littering or pollution.
2. No person will dispose of garbage, papers, refuse, or other forms of trash except in receptacles provided for such purpose.
3. No person will dispose of any fill or building materials or any other discarded or waste materials on Airport property except as approved in writing by the Airport Manager.
4. Any polluting solid or liquid material spilled at the Airport will immediately be cleaned up by the person responsible for such spillage and reported immediately to the Airport Manager. Failure to clean the area may result in the Airport providing the cleanup at the expense of the responsible party.
5. The disposal of chemicals, paints, oils, or other hazardous products must be discarded in accordance with all applicable Federal, State, and local laws and regulations.

6.3 Animals

1. Animals may be permitted on the Airport only if on a leash or confined in such a manner as to be under control.
2. No person will feed or conduct any other act to encourage the congregation of birds or other animals on the Airport.
3. No animals will be allowed to be boarded or kenneled in any facility on the Airport.

6.4 Firearms and Weapons

1. No person except those persons authorized by law may carry a firearm, weapon, or destructive device inside the Airport, provided that no person will be prohibited from carrying a legal firearm or weapon into the Airport when such firearm or weapon is encased for shipment.
2. No person will discharge any firearm, weapon, or destructive device on the Airport except in the performance of official duties requiring such discharge.
3. Fireworks or any other explosive device are prohibited on the Airport.

6.5 Damages

1. At the earliest opportunity, a damage inspection of any Airport facilities involved in an accident or incident will be made by the Airport Manager, or designee, and any aircraft or vehicle owner or operator, to determine the extent of damages to the Airport. Damages so sustained will be assessed by the Airport Manager as a claim against the owner or operator of the aircraft or vehicle.
2. Any person causing damage to or destroying public property of any kind, including buildings or fixtures, whether through violation of these Rules and Regulations or through an act of omission, will be fully liable to the Airport. Any such damage must be reported immediately to the Airport Manager.
3. Any person involved in any type of accident occurring on Airport property must make a full report to the Airport Manager as soon as possible. The report will include, but not be limited to, the names and addresses of all principals and witnesses, if known, and a statement of the facts.

6.6 Property

1. No person may destroy, injure, deface, or disturb any building, sign, equipment, marker, or other structure, landscaping or other property on the Airport. Any person causing or responsible for such injury, destruction, damage, or disturbance will immediately report such damage to the Airport Manager.
2. No person may travel upon the Airport other than on roads, walks, or other rights-of-way provided for such specific purposes.
3. No person may alter, add to, or erect any building or sign or make any excavation on the Airport without prior written approval of the Airport Manager.
4. Any person finding lost articles in the public areas of the Airport will immediately deposit them with the Airport Manager.
5. No person may knowingly abandon any personal property on the Airport. Any property that has been determined by the Airport Manager to be abandoned will be removed, stored, and/or disposed of at the owner's expense and in accordance with Federal, State, or local laws.

6.7 Smoking

1. City's smoking policy conforms to Arizona Revised Statute 36-601.01, Smoke-Free Arizona Act.
2. Smoking is prohibited in all public buildings with no exception.

3. The Airport Manager will designate smoking areas no less than thirty (30) feet from any entrance, operable window, ventilation system, or other means through which smoke can enter a building. Ashtrays and other receptacles shall be relocated to the designated smoking areas.
4. "No Smoking" signs shall be clearly posted at all entrances to Airport-owned facilities.

SECTION 7 HANGAR WAITING LISTS

7.1 General

1. The Airport maintains a waiting list to ensure the fair and orderly assignment for the storage of registered aircraft by the registered owner(s). Any vacant hangars will be offered first to persons on the Hangar Waiting List. Applicants shall submit a deposit equal to one month's hangar rent for the type of hangar desired.
2. In order to accept a hangar unit, the applicant must be the owner, lessee, or part-owner (at least 10%) of the aircraft that will be parked in the leased hangar unit or be able to show proof of purchase or intent to purchase within sixty (60) days of the lease approval. The sixty (60)-day period may be waived by the Airport Manager in cases where the tenant is in the process of selling and/or buying an aircraft.
3. Hangar Waiting List applicants will agree to pay all hangar fees as outlined by the City in its Monthly Hangar Rate Schedule in addition to applicable taxes and utility charges.
4. In the event a hangar tenant wishes to replace the aircraft listed on the lease with another aircraft, the current agreement will be amended to reflect the new aircraft.

7.2 Application Process

1. In order for a person to appear on the Hangar Waiting List, they shall complete and file a Hangar Waiting List Application with the Airport Manager. Applicants are solely responsible for maintaining a current address and telephone number on the application. The Hangar Waiting List Application form can be obtained from the Airport Manager.
2. Waiting list position for new applications shall be determined by the date in which they are received by the Airport Manager. A copy of the official date-stamped application will be provided on request.
3. Positions on the Hangar Waiting List shall not be transferred, traded, or sold. Persons removed from the Hangar Waiting List may restore their names to the bottom of the list by making a new application.

4. Every effort shall be made to contact the top position of the Hangar Waiting List by mail, telephone, etc. as hangars become available. A “not interested” response, non-contact, or failure to respond within five business days will be considered a “pass-over.” Each hangar applicant is permitted one “passover.” Applicants will be removed from the Hangar Waiting List upon the second “pass-over.” A letter will be sent advising the applicant of the “passover.” A second offer will be made to a passed-over applicant only after filling the original hangar vacancy with a subsequent applicant on the Hangar Waiting List. An applicant’s rejection of a hangar offer based on insufficient space/size for the owned aircraft will not be considered a “pass-over.” The applicant will not lose position on the list in this case.

7.3 Removal from the Hangar Waiting List

1. An applicant shall be removed from the Hangar Waiting List and refunded their deposit upon:
 - a. Written request by the applicant to be removed.
 - b. Applicants second “pass-over” of an offered space.
2. After being selected to lease a hangar and removed from the Hangar Waiting List, any deposit or fee shall be credited towards the applicant’s account as appropriate.

SECTION 8 HANGAR CO-OCCUPANCY

8.1 General

1. The Airport Manager may allow an existing hangar tenant to share (co-occupy) a hangar with another aircraft owner if all existing hangars are leased.
2. A co-occupant is an aircraft owner who is allowed to share a portion of leased premises with an existing aircraft owner who is named as tenant on a hangar lease agreement at the Airport.
3. The existing hangar tenant and potential co-occupant will determine, among themselves, if co-occupancy is physically possible and mutually beneficial based upon such factors as aircraft size, hangar fit, ease of maneuverability, and aircraft usage.

8.2 Application Process

1. In order for hangar co-occupancy to occur, an existing hangar tenant shall provide a written request to the Airport Manager, stating that he/she desires to share his/her hangar with another aircraft owner for the purpose of storing their aircraft.
2. If both the existing hangar tenant and potential co-occupant determine that a co-occupancy condition is physically possible and mutually acceptable/beneficial, the Airport Manager may approve the tenant’s co-occupancy request.

3. Once the Airport Manager approves a request for co-occupancy, a Co-Occupant Hangar Agreement will be sent to the existing hangar tenant. It will be the responsibility of the existing hangar tenant to obtain and present to the City all information, signatures, and insurance certificates required by the Co-Occupant Hangar Agreement, before the City will sign the final agreements.
4. A co-occupant who is on the Hangar Waiting List may move into an available hangar if they wish or be “passed over” in accordance with the provisions outlined in Section 7.

8.3 Terms of Co-Occupancy

1. The existing tenant shall provide the co-occupant’s certificate of insurance meeting the requirements as specified in the existing tenant’s lease agreement to the Airport Manager prior to approval of the Co-Occupant Hangar Agreement.
2. The existing tenant shall provide the Airport Manager the co-occupant’s aircraft information as outlined in the Co-Occupant Hangar Agreement.
3. Occupation of the leased premises by co-occupant will cease upon termination of the lease between the existing tenant and the Airport if the existing tenant or co-occupant violates the terms and conditions of the lease agreement or co-occupant signs a Hangar Lease Agreement with the Airport.
4. The existing hangar tenant shall submit all fees associated with allowing a co-occupant to share a hangar, at a rate equal to the monthly hangar rent prescribed for the particular type of hangar, plus a monthly co-occupant fee.

SECTION 9 PENALTIES

9.1 Cease and Desist Orders

1. The Airport Manager may order any person to cease and desist any activities or conduct in noncompliance with the Airport’s Rules and Regulations, Minimum Standards, policies, directives, or standard procedures.
2. The Airport Manager may deny access to or order any person removed from the Airport who knowingly fails to comply with a cease and desist order.

9.2 Removal of Property

1. The Airport may remove or cause to be removed from any restricted or reserved areas, any roadway or right-of-way or any other unauthorized area or structure at the Airport, any property which is disabled, abandoned, or unattended which creates an operations problem, nuisance, security or safety hazard, or which otherwise is placed in an illegal, improper, or unauthorized manner. Any such property may be removed or caused to be removed by the Airport to an area designated by the Airport Manager.
2. The Airport will not be liable for any damage which may be caused to the property or loss of value which may be caused by the act of removal.

SECTION 10 JURISDICTION

10.1 Sierra Vista Municipal Airport

1. The Airport boundaries and environs are within the City of Sierra Vista and under the jurisdiction of the City of Sierra Vista.
2. The law enforcement agency having jurisdiction over the Airport is the City of Sierra Vista Police Department.
3. The fire department having jurisdiction over the Airport is the City of Sierra Vista Fire Department and Libby Army Airfield Aircraft Rescue Fire Fighting (ARFF) Station #3.

HANGAR WAITING LIST APPLICATION

SIERRA VISTA MUNICIPAL AIRPORT HANGAR WAITING LIST APPLICATION

Applicant Name: _____

Address: _____

Daytime Phone (work/home): _____

Email Address: _____

Aircraft Co-owners:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Aircraft you intend to hangar:

Type/Model: _____ N-number: _____

Are you currently the registered owner of this aircraft? _____ Yes _____ No

Hangar Preference (Mark one) / (rates effective 1/1/2011)

_____ Small General Aviation Hangar (1,316 sq. ft.) - \$255 per month (old); \$305 per month (new)

_____ Large General Aviation Hangar (1,511 sq. ft.) - \$285 per month (old); \$355 per month (new)

_____ Extra Large General Aviation Hangar (1,627 sq. ft.) - \$315 per month (old)

I have reviewed the Airport Rules and Regulations and Minimum Standards and understand that I will be required to comply with the requirements of these documents.

Printed Name: _____

Signature: _____

Date: _____



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