

**MINUTES  
AVIATION ADVISORY COMMISSION  
GLENDALE MUNICIPAL AIRPORT  
6801 N. GLEN HARBOR BLVD  
AIRPORT CONFERENCE ROOM  
GLENDALE, ARIZONA 85307  
JANUARY 11, 2012  
7:00 P.M.**

**I. CALL TO ORDER**

The meeting was called to order at 7:02 p.m. by Chair Ron Cohoe with the following Commissioners present: Vice-Chair Carl Duggins, Victoria Rogen, Leslie Sheeler, Joe Cable, Walt Chaney and Robert Irons.

Also present were Walter Fix, Airport Administrator; Jamsheed Mehta, City of Glendale Executive Director of Transportation Services; John Padilla, Luke Air Force Base; Brett Cramer, Airport Volunteer; Richard Goldman, GAPA; Clare Pryke, Valley Aviation Services; Lane Smith, hangar owner; Tito Suazo, Aerosim Aviation; Kirby Yowell, hangar owner; Karen Zamenski, Left Seat West and Ron Zamenski, Left Seat West;

**II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

Commissioner Cable motioned to approve the December 14<sup>th</sup>, 2011 meeting minutes. Commissioner Chaney made the second. The motion carried 6 - 0 [Commissioner Irons was not yet present.]

**III. REQUEST FOR CONTINUANCE OR WITHDRAWAL OF ITEMS.**

None.

**IV. AIRPORT BUSINESS**

1. Update on FAA, Corrective Action Plan:

Mr. Fix briefed the Commission on the progress that has been made with the Corrective Action Plan:

- Mr. Fix attends weekly meetings at the Transportation Building to discuss the Corrective Action Plan.
- Airport staff is in the process of finishing re-inspections of hangars that are moving toward aeronautical compliance;
- In February, Airport staff will begin random hangar inspections.

Mr. Fix noted that all and all, the Corrective Action Plan is going well.

## 2. Update on Restaurant:

Mr. Fix introduced Mr. and Mrs. Zamenski as the new restaurant proprietors for Left Seat West at Glendale, which opened on January 1<sup>st</sup>, 2012. The Zamenski's gave a brief background of themselves to the Commissioners and gave an update on the progress of the restaurant opening. The Zamenski's noted that they have already had one fly-in, and have heard from others who would like to organize a fly-in meeting at the restaurant. The Zamenski's are looking forward to becoming involved in Glendale aviation and helping to make the Glendale Airport a target destination.

## 3. Update on the Airport Layout Plan:

Mr. Fix briefed the Commission the progress of the Airport Layout Plan, which was written and presented as follows:

### A. What is an Airport Layout Plan?

- An ALP is a component of an Airport Master Plan
- Scaled drawing(s) depicting existing and future facilities and property necessary for the operation and development of the Airport
- It is a key communication and agreement document between the Airport Sponsor and the FAA.

### B. ALP Components:

- Airport Layout Drawing
- Data Sheet
- Airspace Drawing (FAR Part 77 Surfaces)
- Terminal Area Drawing
- Land Use Drawing
- Property Map

### C. Why does the FAA approve ALP's?

- From the FAA Order 5100.38B, AIP Handbook:  
"A current Airport Layout Plan which has FAA approval from the standpoint of safety, utility, and efficiency of the airport shall be required before a development project is approved"
- Even if an airport does not have a Master Plan (very small airport), it must still have an ALP in order to receive FAA grants for projects.

### D. Basic Steps to ALP Approval

1. Sponsor submits one (1) signed ALP drawing set with cover letter.
2. FAA reviews the ALP and may provide a Re-submittal Letter. Comments provided are intended to strengthen the document.
3. Sponsor corrects the ALP. Once the revision is ready, the Sponsor must schedule a meeting with an FAA Planner prior to re-submitting.

“Once the ALP is acceptable to FAA, from the standpoint of Safety, Utility, and Efficiency”:

4. Sponsor submits Seven (7) signed ALP copies.
5. ADO will circulate the ALP for airspace comments.

After the comment period, the Airport District Office (ADO) will provide a letter issuing one of the following:

Unconditional Approval

FAA may provide comments (unrelated to Safety, Utility, Efficiency) for a correction/change on the next ALP Update.

Conditional Approval

A Condition may also include a need for completion of environmental documentation according to NEPA.

E. Status of GEU's ALP: Our current ALP is from 1998 – why?

- The 2009 Airport Master Plan was accepted by the FAA, but the revised ALP (after comments) that was re-submitted in 2010 is still under review because:
  - 1.) The 2003 runway extension created runway safety area boundary discrepancies that are currently being corrected
  - 2.) The proposed Airport Reference Code (ARC) of “C-II” does not Match FAA criteria that exist on the Airport

F. Steps and timetable for 2010 ALP Approval

- Completion of FAA Grant Project #20 – Blast Fence Relocation
- Further communication with ADO regarding ARC and “Declared Distances” submitted in 2010
- Goal: ALP approval by the FAA in 2012

Mr. Fix then answered the Commissioners questions regarding the ALP. Commissioner Rogen asked how often a plan was made. Mr. Fix explained that if plans change and a new layout plan is needed. Mr. Cable wondered how the Airport would determines when it is time to re-do a plan. Mr. Fix replied that the FAA recommends every five to ten years, or when plans change. The FAA keeps track of grants and plans must be up-to-date in order for any grant approvals.

[Commissioner Irons entered the meeting at 7:27 p.m.]

4. New Airport Business:

Commissioners discussed opportunities to increase the Airport business and discussed the following ideas:

- Commissioner Sheeler commented that she would like to see an announcement about the restaurant opening in City District Newsletters. Mr. Fix responded that staff is working with marketing on a press release,

the restaurant is up on the Airport website, and an announcement will be made in District Newsletters soon.

- Commissioner Cable asked whether there was space in the building available for lease. Mr. Fix replied that there is space available and that staff will be marketing the space using brochures in the lobby. The businesses and services targeted will be aviation-related, such as insurance brokers and tie-down rentals.
- Chair Cohoe suggested organizing special events at the Airport to attract the general population. Mr. Fix responded that the least-expensive, most community-oriented event is to have an open house with aviation themed booths and static displays such as military planes and tenants planes. This type event would need insurance, sponsors, and one or two full-time organizers. Commissioner Cohoe suggested creating a sub-committee to begin organizing an open house event.
- Commissioner Chaney noted that the Airport is essentially competing for a dwindling number of clients, and would like to look at ways to help the Airport compete in the marketplace. A guest present at the meeting commented that perhaps the City could present a welcome basket, hat and t-shirt to pilots who fly in – it is a small token that they appreciate and helps make the airport more attractive.
- Mr. Zamenski noted that crew members do not want to walk across the field to the restaurant. Perhaps a golf cart or some type of shuttle system to get people to the restaurant would increase business.
- Commissioner Sheeler suggested a bulletin board in the Airport lobby to post brochures for local business and activities. Flyers from the Glendale Visitor Center could be utilized.
- Commissioner Rogen suggested a school art contest to get children interested in aviation and the Airport.
- Commissioner Chaney suggested getting the West-MEC school involved more, perhaps a through booster club to volunteer during busy times to help take care of the pilots needs.

Chair Cohoe suggested on zeroing in on Game Day Proposals, and including it on the next agenda.

**Commissioner Cable made the motion to add Game Day Proposals to the next agenda, and Commissioner Chaney made the second. The motion carried 7 - 0.**

## **V. SUMMARY OF CURRENT EVENTS**

Mr. Fix presented the current status of operations, projects, and grants, including:

- Fiesta Bowl Airport statistics: Ninety jets and six turbo props flew in and out and 25,000 gallons of fuel were sold.

- 2011 calendar year had 91,104 aircraft operations; a 6% increase from last year.
- Current Airport grant project update: The blast fence removal and new ramp markings are underway. The entire safety action plan will be completed by the end of the summer.
- Mr. Fix is registered to attend the Arizona Aviation Day at the State Capitol on Wednesday, January 18<sup>th</sup>.

Mr. Jamsheed Mehta, Executive Director of Glendale Transportation Services, addressed the Commission to announce that Mr. Fix has officially been hired as the Glendale Airport Administrator.

## **VI. CALL TO THE PUBLIC**

Chair Cohoe read the following:

“The Commission will now consider business from the floor. If anyone present has any business, which does not concern an item on the agenda, the Commission asks that you stand, be recognized by the Chairperson, state your name and address for the record and make your presentation. We ask that you limit your remarks to five minutes. If your matter requires more time, we ask that you submit your item to the Airport Manager for further discussion outside of this meeting. According to Arizona State Law, unless an actual emergency exists, the Aviation Advisory Commission can only act on those matters, which are covered on today’s agenda. The facts concerning whether or not this matter is an actual emergency, should be brought to the Commissions attention at this time. Matters presented to the Commission at this time may be referred to the City staff for placement on a future agenda.”

Mr. Richard Goldman, President of the Glendale Airport Pilots Association addressed the Commissioners and expressed concern over recent inspections and restrictions. Mr. Goldman stated that several renters and owners are unhappy and have left or in the process of trying to leave the Airport. Mr. Goldman entreated Mr. Fix and Mr. Mehta to consider altering the ALP.

Mr. Kirby Yowell, investor in the Glendale Airport, asked the Commission how many pilots were on the panel, and two Commissioners raised their hands. Mr. Yowell asked if any Commissioners owned hangars, and the answer was none.

Mr. Lane Smith, hangar owner, addressed the Commissioners and expressed dismay over the recent happenings at the Airport. Mr. Smith stated that he is selling his hangar due to the current administration’s hostile attitude. Mr. Smith asked the Commission to take this feedback to the City Council members and report the owners’ discontent.

## **VII. NEW BUSINESS REQUESTS (Future Agenda Items)**

1. Tour the FBO and HALO
2. Civil Air Patrol Update – invite them to a future meeting.
3. Commissioner Chaney requested to see the hangar rules and regulations for the Glendale Airport as well as Goodyear and Deer Valley.
4. Request that the Administrator address the Commission regarding Airport restrictions and limitations based on Mr. Goldman's letter.

**VIII. NEXT MEETING TIME**

The next meeting will be held at 7:00 p.m. on the second floor Conference Room of the Airport terminal building on Wednesday, February 8, 2012.

**IX. COMMISSION COMMENTS AND SUGGESTIONS**

Chair Cohoe offered closing comments, thanking the Commissioners and guests for their input.

**X. ADJOURNMENT**

The meeting adjourned at 8:27 p.m.

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## **CITY OF PHOENIX AVIATION DEPARTMENT**

### **City of Phoenix Aviation Department Rules & Regulations**

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**Authority:** This Rule and Regulation is promulgated pursuant to City Code, Chapter 4 Article I, Sections 4-2, 4-6, 4-12, 4-16 and Article V, Sections 4-94, 4-95, 4-97, 4-99, 4-100, 4-102, 4-103, 4-104, 4-105, 4-106, 4-107, 4-109, 4-110, 4-116 and 4-117.

**Rule and Regulation:** **General Aviation Handbook**

This handbook has been developed as an easy reference tool to provide the general aviation tenant with a summary of the Rules and Regulations regarding the use of facilities on City of Phoenix Airports.

The information contained in this publication is not meant to be all-inclusive but, rather, to provide answers to commonly asked questions and to supplement the Aviation Department Aircraft Storage Permit.

The final determination regarding the safety of any operation will be at the discretion of the Deputy Aviation Director – Business and Development, or designee, for Phoenix Sky Harbor International Airport, or Airport Manager, or designee for Phoenix Deer Valley or Phoenix Goodyear airports (hereinafter “Designee”), or Phoenix Fire Department for all City of Phoenix Airports.

Non-conformance with these Rules and Regulations is cause for revocation of a tenant’s aircraft storage permit.

#### **I. STORAGE SPACE/VEHICLE PARKING**

##### **1. Subleasing**

- a. Subleasing of aircraft storage space is prohibited.
- b. A ninety (90) day temporary storage of an aircraft other than the tenant’s may be permitted once a calendar year with the approval of the Designee.

##### **2. Required Safety Precautions**

- a. The v-shaped opening at the top of interior partitions of Hangars should not be obstructed.
- b. Fire extinguishers are provided by the City of Phoenix Aviation Department and must remain in the Hangar.

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- c. Smoking is strictly prohibited in the Hangar.
- d. "NO SMOKING" signs posted in the Hangar shall be visible and not blocked or obliterated.

#### **3. Storage Space can be used for storage of:**

- a. Aircraft authorized by your aircraft storage permit.
- b. Aviation related items.
- c. Motorized carts or bicycles for use as transportation on the Airport with written permission of the Designee.
- d. Up to three (3) spare aircraft tires.
- e. Two (2) tables.
- f. One (1) sofa.
- g. Four (4) chairs.
- h. Refrigerators as long as they are elevated 18 inches above the hangar floor, are not within the five foot hazardous area, and are NOT connected to any electrical outlet with an extension cord. Tenants are encouraged to use small capacity energy efficient refrigerators.
- i. Prefabricated metal shelves, workbenches and cabinets. Fire resistant materials are encouraged. **Do not attach any shelving to the hangar structure.**
- j. Two aircraft batteries. Pursuant to NFPA 410 4.2.13 "Battery chargers and their control equipment, tables, racks, trays, and wiring shall be located or operated as follows:

- (1) Not within any of the hazardous areas defined in 513.3

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(2) of NFPA 70" (same 18" and 5' around aircraft).

4. **Storage Space may not be used for the storage of:**
  - a. Non-aviation related items.
  - b. Motor homes, boats, clothing, files and furniture (except as outlined below).
  - c. Appliances that are not functional.
  - d. Propane Canisters
5. The prolonged storage of damaged/dismantled aircraft or aircraft that appear not to be airworthy in aircraft shades, tie downs or other unscreened areas of the airport shall not exceed thirty (30) calendar days after written notification from the Designee. The aircraft owner is required to correct such unsightly conditions as soon as possible to prevent degrading the airport appearance.
6. Storage of items at a t-shade or open tie-down space is prohibited unless approved by the Designee.
7. Removing interior panels or partitions or drilling in the Hangar floor in order to install any bench, winch or other piece of equipment is prohibited without the prior written approval of the Designee.

## **II. VEHICULAR PARKING**

### **1. Parking in Storage Space**

- a. Passenger vehicles may be stored in the hangar only while the aircraft is in use.
- b. Vehicles parked in a storage space shall be parked in a manner so as to be completely contained in the aircraft parking or storage space and not obstruct adjacent aircraft parking and storage space, or taxi

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lanes unless for the purpose of immediate and temporary loading, unloading, or staging of an aircraft.

2. **Long/Short Term Parking within the Airport parking fingers**
  - a. Short term parking - may not exceed three (3) days. Vehicles or trailers parked over three (3) days are deemed to be parked long term.
  - b. Long term parking – if parking exceeds three (3) days the tenant must obtain a permit from Airport Administration. Fees may apply.
  - c. Recreational vehicles and trailers (other than aircraft transport trailers) may be parked in Parking Fingers or Airport parking lots, but shall not be allowed to park long term.
  - d. **Vehicles found in violation of City Ordinance or regulations, including unregistered or inoperable vehicles are subject to tow at the owner's expense.**

### III. MAINTENANCE/TOOLS

1. The only maintenance allowed in a hangar is the maintenance listed in 14 CFR Part 43 *except for* (a) Major repairs, items number xxviii and (b) Preventive maintenance items number 9 and 10. The repairs listed in (a) and (b) are prohibited in a hangar. All work shall be performed within the FAA established guidelines.
2. Maintenance in open tie downs and t-shades is prohibited.
3. **Hazardous operations that include any of the following are prohibited in a hangar: fuel transfer service, hot work, spray painting, paint stripping, or doping.**
4. Certain electrical appliances or tools are not suitable for use in some areas of the Hangar. In order to provide a

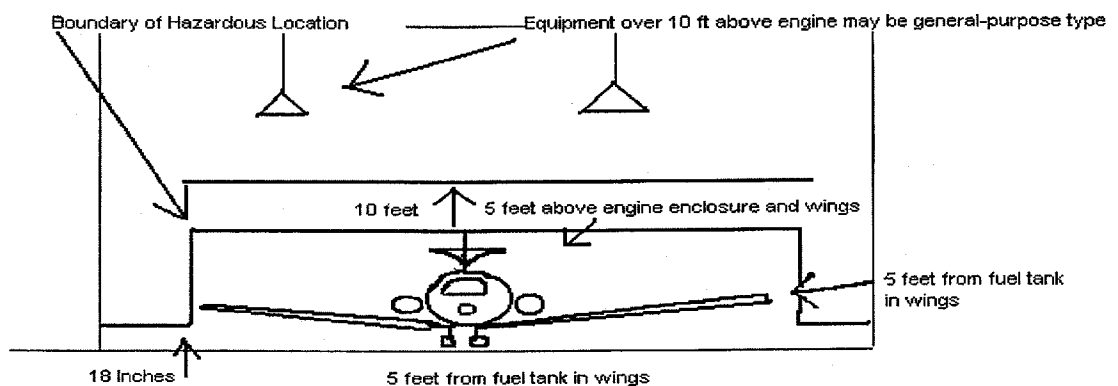
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reasonable degree of safety for persons and property from electrical hazards, please be aware of the following guidelines.

5. Certain areas of aircraft Hangars are classified as hazardous locations. Hazardous locations are areas where flammable or ignitable concentrations of volatile vapors or liquids might be present in the Hangar. Some of the contributing factors to the creation of hazardous locations are aircraft fuel and other fluids used in an aircraft and during routine maintenance. **The following diagram is included to assist in clarifying hazardous locations:**



6. Electrical equipment approved for use in hazardous locations must be labeled or marked by the manufacturer with "SUITABLE FOR USE IN A CLASS I, DIVISION 2 LOCATION." All other electrical appliances are prohibited to be used in the hazardous locations
7. Electrical extension cords, for use with portable equipment only, must be listed and approved (i.e. Underwriters Laboratory (U/L) or Factory Mutual (FM)). **Outlet connectors or extension cords designated for indoor or household use may not be used.** All extension cords/power strips shall be of the heavy-duty type, three wire (two current carrying conductors and a grounding conductor) and **must be disconnected when the tenant is not in the hangar.**

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8. Open flames, flame-producing devices and other sources of ignition shall not be permitted in the hangars.
9. Limited touch-up painting or refinishing may be completed in a maintenance bay using aerosol spray cans. Approval may be granted for painting small parts in the hangar within specific guidelines developed with the Designee, the Fire Department, and the Environmental Programs Coordinator.

#### **IV. AIRCRAFT MAINTENANCE PROVIDERS**

1. A tenant may chose to use a private company for aircraft maintenance providing the company complies with Phoenix City Code, Chapter 4, Article I, Section 4-6. The tenant shall be responsible for all conduct on the Airport by a private company he/she has engaged. The private company must have an approved business permit as set forth in the Minimum Standards to allow them to conduct this commercial activity at the Airport.

#### **V. FLAMMABLE/COMBUSTIBLE LIQUIDS**

1. Classification of flammable/combustible liquids and flash points can be found on an \*MSDS. The Aviation and Fire Departments have developed storage amounts for flammable and combustible liquids based upon a flash point of 100° F.
2. Flammable and combustible liquids must be in their original labeled containers and may not be stored in a Hangar in amounts that exceed the following:
  - a. **Flammable Liquids "Allowed" (excluding fluids contained in aircraft.** A total of eight (8) gallons of flammable liquids with a flash point below 100° F. Products labeled as "spontaneously combustible" will be counted toward the eight (8) gallon flammable limit.

*Examples: Acetone, MEK, most aerosol sprays, black wing walk, gasket adhesive.*

- b. **Combustible Liquids**

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#### **II - 8 gallons**

*(Liquids having a closed cup flash point at or above 100° F and below 140° F.)*

#### **IIIA - 23 gallons**

*(Liquids having a closed cup flash point at or above 140° F and below 200° F.)*

#### **IIIB - 900 gallons \*\***

*(Liquids having a closed cup flash point at or above 200° F.)*

*\*\*Examples: Hydraulic fluid, oil (lubricating, motor and turbine), mineral spirits, torque seal.*

- 3. WARNING:** Although the chemical contents of an aerosol spray may have a flash point above 100° F, manufacturers commonly incorporate propane or isobutane as a propellant, which is extremely flammable under pressure. Therefore, any container utilizing a propellant of this type will be counted toward the eight-gallon flammable limit.
4. If a tenant (or the inspector) is not sure what class liquid they have, they will need to produce an MSDS to supply the required information.
5. Oily rags and other oily waste material shall be stored in properly marked metal containers with tight fitting lids only.
6. Tenants may be requested to remove or have cleaned any furniture or work surface that appears to be impregnated or soaked with combustible or flammable liquids.
7. Oxygen nitrogen or any compressed gas in a cylinder or portable tank must be secured to a fixed location or a portable cart designed for the cylinder(s) or tank(s). Compressed gas cylinders or tanks must have pressure relief devices installed and maintained. Cylinders or tanks not in use shall have a transportation safety cap installed.

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8. Oxygen must be kept at least twenty (20) feet from any flammable or combustible liquid storage.

#### VI. HANGAR ELECTRICAL SYSTEM

1. Aircraft hangars are designed and classified for storage or limited servicing of aircraft as described in the Rule and Regulation.
2. Certain electric hangar doors are equipped with separate "up" and "down" switches, or buttons. These buttons are designed so that the operator must be present while the door button is activated. Blocking these buttons in either position with any foreign objects so that the operator can remove his hands from the switch assembly is prohibited. **DO NOT BLOCK THE DOOR BUTTONS!**
3. The electrical system serving the hangar was not designed for the additional electrical loads that appliances require. Should a circuit breaker trip or if a tenant experiences any difficulty, they should contact Airport Operations for assistance. **A tenant shall not attempt to reset a tripped circuit breaker.**

#### VII. BUILDING MODIFICATIONS

1. A tenant must receive prior written approval from the Designee before doing any modifications or additions to the Hangar. The Designee will advise if a building permit is required. If a building permit is required for structural/electrical modifications and is approved by the Designee the process to obtain a permit is the following:
  - a. If a building permit is required, the Designee will provide a letter to the tenant authorizing City of Phoenix Annual Facilities Program (AFP) to issue a permit for scope of work. Receipt of approval letter from the Designee **does not relieve tenants** from their responsibility to obtain a building permit and get a "green tag."
  - b. Tenant is responsible for providing sufficient information to AFP reviewer to approve scope of work, including but not limited to, providing a drawing of the proposed work and a

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copy of the approval letter from the Designee. The tenant is responsible for obtaining a permit.

- c. Upon approval, only a State of Arizona licensed contractor may conduct the work.
- d. After a permit is issued the tenant is responsible for coordinating access for the contractor to the hangar following the Rules and Regulations.
- e. The tenant is responsible for obtaining inspections by the AFP and providing the Designee with the "green tag" or certificate of completion from the inspector which will be maintained in the hangar file.

***NOTE:** Procedures for Phoenix Goodyear Airport may vary. Please check with the Phoenix Goodyear Airport Manager.*

#### IGNITION SOURCES

#### VIII. ENVIRONMENTAL DISPOSAL

1. Combustible or flammable liquids, including pre-flight fuel samples, antifreeze and petroleum waste products may not be discharged or released into storm drains, wastewater (sanitary) systems or onto the ground or apron.
2. Soaps, chemicals, fuels, trash, etc., shall be stored in such a manner that rainfall will not wash residues to the storm drain system. **Discharges to storm drain systems or onto the ground or apron may require the responsible party to remediate the discharge to State and/or Federal clean-up standards.**
3. **All spills or releases should be reported immediately to the Airport Operations.**
4. **All conduct must comply with SWPPP.**

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#### **IX. WASH RACKS/MAINTENANCE BAYS**

- 1. Wash racks and maintenance bays are available on a first come first serve basis.**
2. All washing of aircraft is restricted to the designated wash racks.
3. Tenants must not leave the aircraft unattended in the wash rack and must promptly remove the aircraft from the wash rack upon completion.
4. Washing of automobiles is prohibited on the airport.
5. Do not wash aircraft parts or do paint stripping with any hazardous products such as Methylene Chloride or Methyl Ethyl Ketone (MEK) in the wash racks or maintenance bay.
- 6. Discharging wash water into the City storm water system is strictly prohibited.**
- 7. The dumping of any excess fluids such as waste oil, solvents or other cleaning agents is expressly prohibited.**
8. Maintenance Bays may be used up to two (2) consecutive days without charge to the tenant. If additional time is required, approval must be obtained from the Designee and appropriate fees may apply.

#### **X. AIRCRAFT WASHING PROVIDER**

1. A tenant may choose to use a private company for aircraft cleaning or washing providing the company complies with Phoenix City Code, Chapter 4, Article I, Section 4-6. The tenant shall be responsible for all conduct on the Airport by a private party he/she has engaged. The private company must have an approved business permit as set forth in the Minimum Standards to allow them to conduct this commercial activity at the Airport.

#### **XI. WASTE SITES**

1. Disposal of aviation liquid waste must be conducted in accordance with the labels on the City provided containers only.

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2. Waste disposal drums are available for non-commercial general aviation tenants. Commercial operators are prohibited from using the containers for disposal of their wastes.
3. Trash dumpsters are at various locations throughout the Airport.
4. Containment areas are available for used aircraft tires and batteries.
5. Used tires, batteries and hazardous liquids **may not** be placed in trash receptacles.

Please contact the Airport Operations if you have any questions regarding the disposal of any item.

#### **XII. AIRCRAFT FUELING**

1. Aviation fuel may not be dispensed into or removed from the fuel system of an aircraft within the hangar.
2. For fueling or defueling operations, the aircraft must be a minimum of twenty-five (25) feet outside of the Hangar in accordance with NFPA standards for fueling operations. Twenty-five feet will be measured from the front of the hangar to the aircraft fuel filler cap.
3. Fueling and defueling must be done in accordance with the Aviation Department's Fueling Regulations.

#### **XIII. AIRCRAFT FUEL SAMPLES**

1. Disposal of pre-flight fuel samples on the apron or ground is prohibited. This practice has been deemed unlawful by the Arizona Department of Environmental Quality (ADEQ).

The following are several options for the proper disposal of fuel samples:

- a. The use of fire rated containers in Hangars (up to the six (6) gallon maximum for flammables) for temporary

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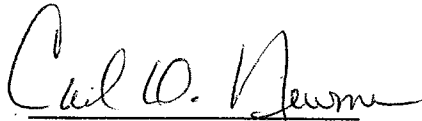
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storage prior to disposal.

b. The use of gasoline separator jars or a similar product.

**Note:** *The City of Phoenix Aviation Department makes no representation, expressed or implied, regarding the use, safety or availability of these products.*

The foregoing Rules and Regulations are hereby adopted and promulgated this 7 day of September 2007.

  
\_\_\_\_\_  
Danny Murphy  
Aviation Director

  
\_\_\_\_\_  
Nancy Kesteloot  
Assistant Chief Counsel



## **Rules and Regulations**

For the

## **Glendale Municipal Airport**

(Revised 2011)

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# GLENDAL MUNICIPAL AIRPORT RULES AND REGULATIONS

## Article 1. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**FAA:** The Federal Aviation Administration.

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

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

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

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

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

**Hazardous Material:** Any chemical, substance, material, waste or similar matter defined, classified, listed or designated as harmful, hazardous, extremely hazardous, dangerous, toxic or radioactive, or as a contaminate or pollutant, or other similar term, by, and/or which is subject to regulation under any federal, state or local environmental statute, regulation or ordinance presently in effect or that may be promulgated in the future, and as they may be amended from time to time.

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

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

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

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

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

**NOTAM:** Notice to Airmen.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- d. No person may use the Airport or its facilities or engage in any conduct on or related to the Airport, in any way that would cause the City to be in non-compliance with any of the City's Federal airport grant assurance obligations.

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

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

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

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

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

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

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

- a. Tiedowns painted yellow are reserved tiedowns and shall not be used without the user having obtained an approved tiedown agreement.
- b. Tiedowns painted white are transient tiedowns for the purpose of short term or overnight parking.
- c. No person shall park or allow to remain stationary any aircraft at the Airport except within a designated aircraft parking and storage area. No person shall park an aircraft in a reserved aircraft parking area without first having obtained an approved agreement. No person shall leave an aircraft parked in a shade or tiedown without first having secured the aircraft with chains or other approved fasteners in order to adequately tiedown the aircraft to the pavement.

- d. If any aircraft is parked in violation of this section, or in the determination of the Airport Manager, presents an operational or safety hazard in any area of the Airport, the Airport Manager may cause said aircraft, at the owner's/operator's expense and without liability for damage which may result in the course of such moving, to be delivered into the care of a representative of an FBO or SASO authorized to do business on the Airport.

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

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

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

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

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

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

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

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

*Section 2-11. Aircraft Storage Hangars*

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

- f. No major aircraft alterations and repairs or preventive maintenance shall be conducted in or from any hangar for any aircraft not listed as based in the hangar unless otherwise approved in writing by the Airport Manager.
- g. Oxygen or any combustible compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed for the cylinder(s) or tanks(s). Compressed gas cylinders or tanks must have pressure relief devices installed and maintained. Cylinders or tanks not in use shall have a transportation safety cap installed.
- h. Batteries shall be charged while the owner; operator or tenant is in attendance. Aircraft batteries shall not be connected to a charger when installed in an aircraft located inside or partial inside a hangar.

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

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

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

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

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

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

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

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

- a. No person shall use or occupy an operational area for any purpose whatsoever, except a purpose related to the servicing of tenants or otherwise related to the operation of the Airport.
- b. No person shall enter upon the Airport movement area, passenger ramp and apron, or cargo ramp and apron without the permission of the Airport Manager, except persons assigned duty therein, authorized representatives of the City or aircrews and passengers entering for the purpose of enplaning or deplaning or as otherwise provided for in these Rules and Regulations.
- c. No person shall enter the airside area, except as necessary for the lawful use of an aircraft thereon, or to conduct a permitted business activity and with the consent of the Airport Manager.
- d. No person shall enter any area posted as being closed to the public, except with the consent of the Airport Manager.
- e. No person shall enter into, remain in or place in, or remove any object from, any hangar, T-shade or other building at the Airport without prior written consent of the City or the person with the legal right of possession of such building.

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

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

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

No smoking shall be permitted:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

No person shall:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. Aircraft fuel trucks and trailers constructed, operated and maintained in all respects as required by law.
- b. Permanent fuel tanks in an operable aircraft.
- c. Tanks not exceeding one-gallon capacity used solely for sampling and testing fuel, engines and fuel handling apparatus.

- d. No more than one (1) tank with a capacity of not more than fifty-five (55) gallons used by a person to fuel their own aircraft pursuant to a self fueling permit.
- e. Tanks lawfully transporting fuel for immediately dispensing into a fuel storage tank permitted by the City. Such vehicles shall access the Airport at a point approve by the Airport Manager and remain under escort by the representative of the company receiving the fuel.

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

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

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

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

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

No person shall possess vehicle fuel on the Airport except:

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

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

Fuel co-ops are not permitted on the Airport.

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

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

## **Article 4. Aircraft Rules**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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