

**PRESCOTT REGIONAL AIRPORT
RULES AND REGULATIONS
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PART I: GENERAL PROVISIONS

ARTICLE 1. DEFINITIONS

The following words and phrases, whenever used in these Rules and Regulations shall be construed as defined in this article unless from the context a different meaning is intended, or unless a different meaning is specifically defined and more particularly ascribed to the use of such words or phrases. All definitions contained in 49 U.S.C. § 40101 *et seq.* (hereinafter cited as the "FAA Act"), all amendments, and any implementing regulations shall be considered as included herein; and all such definitions shall be interpreted on the basis and intention of the FAA Act and amendments thereto unless from the context a different meaning is intended, or unless a different meaning is specifically defined or more particularly ascribed to the use of such words or phrases.

Abandoned Property means that it has been left on City property or the property of another without consent of the City for forty-eight (48) hours without the owner moving or claiming it. Such property shall be impounded by the City Police Department.

Abandoned Vehicle means any vehicle, other than one falling within the categories enumerated by Arizona Revised Statutes sections 28-2482 *et seq.* and 28-4832 *et seq.* (i.e., horseless carriages, classic cars, historic vehicles, or street rod vehicles), which is without current license plates or tabs, or is inoperable, stripped, unclaimed, junked or discarded. This shall also mean vehicles, other than those categories enumerated above, being repaired, when such repairs take ninety (90) days or more. For purposes of these rules, the term "abandoned vehicle" may also refer to trailers, and/or dismantled and/or partially dismantled motor vehicles which by reason of dismantling, disrepair, or other causes, are incapable of being propelled under their own power, in addition to the definition herein, except for those categories of motor vehicles specifically exempted herein.

Aeronautical activity means any activity or service which involves, makes possible, or is required for the operation of aircraft, or contributes to, or is required for, the safety of such operations. "Aeronautical activities" include, but are not limited to, charter operations (under either Federal Aviation Regulation [FAR] Part 121 or 135), charter brokerage, aircraft hangar leasing, flight training, aircraft rental and sight-seeing, aerial photography, crop dusting, fire suppression, aerial advertising and surveying, aircraft sales, leasing and servicing, aircraft management, and sale of aviation petroleum products, whether or not conducted in conjunction with other included activities which have a direct relationship to the operation of aircraft, repair and maintenance of aircraft, sale of aviation parts and products, and any other activities which because of their relationship to the operation of aircraft can appropriately be regarded as an "aeronautical activity."

Aeronautical business permit means a written permit issued by the Airport Director that authorizes the permittee to conduct commercial aeronautical activity at the airport. *Air traffic* means aircraft operating in the air or on an airport surface, exclusive of loading ramps and parking areas. (14 CFR 1.1)

Aircraft means any device intended to be used, or designed to, navigate or fly in the air.

Aircraft fuel means all flammable liquids manufactured for the purpose operating a reciprocating or turbine engine.

Aircraft operation means an aircraft arrival at, or departure from, the airport.

Aircraft parking and storage areas means those hangar and apron locations of the airport designated by the Airport Director for the parking and storage of aircraft.

Airport means all of the property, leased, licensed, real or personal comprising Prescott Regional Airport as now exists or as may hereafter be expanded and developed. "Airport" includes all of its facilities as shown on the most current airport layout plan as shown in the Airport Boundary Map.

Airport Director means the duly appointed director of the airport or the director's designee.

Airside means the area of the airport that is either contained within the airport perimeter fence, or which requires access through a building located on or adjacent to airport property, or which requires access through a controlled airport access point.

Based means located, hangared, tied down or headquartered with the intent to remain for an extended period of time. An aircraft will be considered "based" at the Prescott Regional 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 within a reasonable period of time, as determined by the Airport Director; and (3) its presence in the airport is something other than merely transitory in nature.

Based location means the location on the airport, which is listed as an aircraft's hangar, shade or tiedown location as registered with the Airport Director.

Commercial activity means the conduct of any aspect of a business, concession or service in order to provide goods or services to any person for compensation. An activity is considered commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt.

Commercial aeronautical activity or Commercial aviation activity means a form of commercial activity in which aeronautical activity is conducted in order to provide goods or services to any person for compensation.

Commercial aviation operator means a person who conducts commercial aeronautical activity at the airport.

Fixed base operator (FBO) means a commercial aviation operator who conducts that type of commercial aviation activity described in Article 6 of the Minimum Operating Standards.

Flying Club means 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.

Fuel handling means the transportation, delivery, draining of fuel or fuel waste products, and the fueling/defueling of aircraft.

Fuel storage area means any portion of the airport designated temporarily or permanently by the Airport Director as an area in which fuel may be stored or loaded.

General aviation means that portion of civil aviation, which encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity from the Civil Aeronautics Board and large aircraft commercial operators. (AIM)

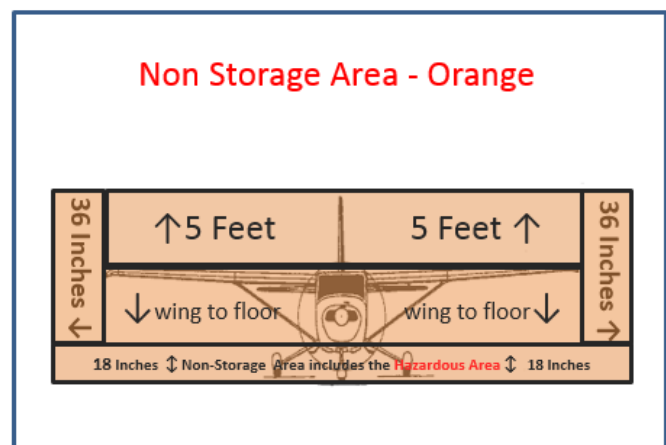
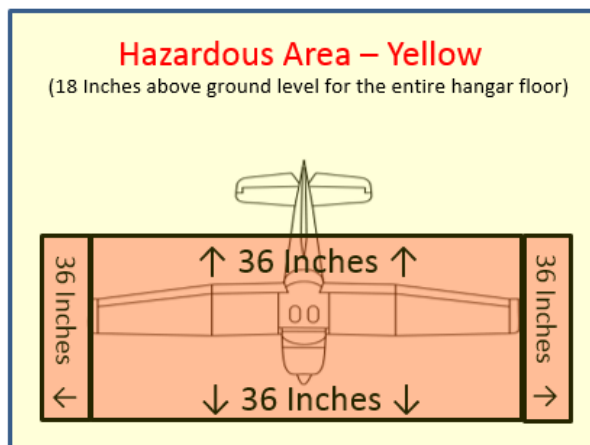
Hazardous and Non-Storage Areas (shown in Exhibit A below) is defined as the areas inside the hangar, consisting of:

Hazardous Area*: the area located from the floor up to 18 inches above the floor throughout the entire hangar, and associated storage unit that is open to the hangar.

Non-Storage Area: All the area within: 5 feet above the wings/body/engine, the area below the wings/body/engine (to the floor), and a 36" alley around and within the perimeter of the aircraft wings, fuel storage area(s), and engine, including down to the floor. *The 36-inch alley way will be deemed to be achieved, if in conformance with the passageway requirements in Section 6.12 below.*

**Note – The “Hazardous Area” is deemed to no longer exist when the main aircraft hangar door is fully opened for a minimum of 10 minutes, with no odor of fuel present. Upon partial or full closure of the main aircraft hangar door, the “Hazardous Area” and associated prohibits/limits are immediately in effect.*

Exhibit A: Hazardous Areas (yellow) and Non-Storage Areas (orange)



Note: Exhibit A diagrams are illustrative only - not to scale.

NO ACTIVITIES WHICH PRODUCE SPARKS, OPEN FLAMES, HEATING OF METALS OVER 500°F, OR WHICH USE OR DISTRIBUTE FLAMMABLE LIQUIDS. Electric tools, circuits, and devices which are not rated for use within Class I, division II, hazardous areas **MAY NOT** be used in the **Hazardous Areas**.

Hazardous material means:

(a) any toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, teratogenic, or otherwise hazardous chemical, substance, material, batteries/storage cells,

hazardous waste or similar matter defined, classified, listed or designated as harmful, hazardous, extremely hazardous, dangerous, toxic or radioactive, or as a contaminant, pollutant, or health hazard; or other similar term, by, and/or;

- (b) 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, including, without limitation, the Arizona Hazardous Waste Management Act, A.R.S. § 49-901, et seq., the Resource Conservation and Recovery Act, 42 U.S.C. § 6901, et seq., the Toxic Substances Control Act, 15 U.S.C. § 2601, et seq., and the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601 et seq.).

Hazardous Waste means any chemical, compound, mixture, substance or article which is identified or listed by the United States environmental protection agency or appropriate agency of the state to be "hazardous waste" as defined in 40 CFR sections 261.1 through 261.33, except that, for purposes of this chapter, hazardous waste shall include household waste as defined in 40 CFR 261.4 B1. (Prescott City Code CHAPTER 7-5)

Health Hazard means the presence of any item(s) which adversely impact or jeopardize the well-being or health of an individual. Such items may provide evidence of occupancy without adequate facilities or may be inclusive of human/animal waste, medical or biological waste, gaseous or combustible materials, radioactive waste, dangerous or corrosive chemicals/liquids, flammable and/or explosive materials, friable asbestos, offal and decay/matter. Such items constitute an imminent hazard. (Prescott City Code CHAPTER 7-5)

Imminent Hazard means Condition of real property that places a person's life, health, or property in high risk of peril when such condition is immediate, impending, on the point of happening, and menacing. (Prescott City Code CHAPTER 7-5)

Landside means the general public common use areas of the Airport such as public roadways, parking lots and buildings which are not contained in the airside area

Major aircraft alterations and repair means repairs of the parts or of the types listed in FAR Part 43 Appendix A.

Minor aircraft repair means all items not otherwise defined herein as major aircraft repair. (14 CFR 1.1)

Movement area means 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 airport traffic control tower is closed.

Owner of an aircraft means a person whose name appears as an owner on the aircraft registration and who holds legal title to an aircraft, or any person having exclusive possession of an aircraft pursuant to a written lease for a minimum term of twelve (12) months.

Permittee means a commercial aviation operator who holds a valid and effective aeronautical business permit issued by the Airport Director.

Person means 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.

Public Area means those areas normally used by the general public, including structures and devices such as roadways, sidewalks and terminal facilities that are maintained and kept at the Airport for use by the general public.

Preventive aircraft maintenance means 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 purposes of these regulations, be considered major aircraft repair.

Rules and Regulations means the Prescott Regional Airport Rules and Regulations, including minimum operating standards for commercial aviation activity, or any amendments thereto.

Self-Service Activities means the activities that can be performed by the aircraft owner with his or her own employees includes activities such as maintaining, repairing, cleaning, and otherwise providing service to an aircraft, provided the service is performed by the aircraft owner or his/her employees with resources supplied by the aircraft owner. Title 14 Code of Federal Regulations (CFR) Part 43 permits the holder of a pilot certificate to perform specific types of preventative maintenance on any aircraft owned or operated by the pilot.

Self-Fueling means the fueling or servicing of an aircraft (i.e. changing the oil, washing) by the owner of the aircraft with his or her own employees and using his or her own equipment. Self-fueling and other self-services cannot be contracted out to another party.

Specialized aviation service operator (SASO) means a commercial aviation operator who conducts that type of commercial aviation activity described in Article XX of these Rules.

Staging area means open space immediately adjacent to a hangar.

Taxilane means the portion of the aircraft parking areas used for access between taxiways and aircraft parking positions. (AC 150/5300-13)

Taxiway means a defined path established for the taxiing of aircraft from one part of the airport to another.

Technical specialist means a technical representative of an aircraft manufacturer, aircraft engine manufacturer, aircraft appliance manufacturer, or a non-destructive inspection specialist.

Vehicle means a device, except aircraft, in, upon, or by which any person or property is or may be propelled or moved. (A.R.S. 28-101[71])

Vehicle parking area means any portion of the airport designated and made available temporarily or permanently by the Airport for the parking of vehicles.

ARTICLE 2. PURPOSE AND APPLICATION

Section 2.1 Purpose of Rules and Regulations

The Rules and Regulations are intended for the safe, orderly and efficient operation of the airport, and apply to all persons using the airport, except as indicated in Section 2-2 below. (FAA Order 5190.6B)

Section 2.2 Application of Minimum Operating Standards for Commercial Activity

The provisions contained in Part II of the Rules and Regulations are additional requirements intended to apply only to any commercial aviation operators at the airport.

Section 2.3 Conflicting Laws, Ordinances, Regulations and Contracts

- (a) In any case where a provision of these regulations is found to be 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) It is not intended by these regulations to repeal, abrogate, annul, or in any way impair or interfere with existing provisions of other laws, ordinances, codes, rules or regulations except those specifically repealed by these regulations, or to excuse any person from performing obligations to the City under any lease or other contract.
- (c) No existing or future City contract, lease agreement or other contractual arrangement, nor any payment or performance hereunder, 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.
- (d) Compliance with these regulations does not excuse failure to comply with any other law.

ARTICLE 3. GENERAL USE OF THE AIRPORT

Section 3.1 Responsible Party

Persons accessing the airport shall be responsible for their own actions and the actions of any other person to whom they provide access, whether directly or indirectly, and shall indemnify and hold harmless the city from any damages or losses resulting therefrom, including any fines levied against the city by the FAA.

Section 3.2 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 Prescott City 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 Prescott City Code; and these Rules and Regulations.
- (c) No person, other than an approved *technical specialist* as defined above, shall conduct or operate any commercial aeronautical activity at the airport without first obtaining an aeronautical business permit which must be in effect at the time the commercial aeronautical activity is performed.

- (d) Non-based charter operators (operating under FAR Part 135) who are utilizing established FBO(s) for their activities are not required to obtain a permit. The FBO is responsible for collecting landing fees, as appropriate, in lieu of a permit.
- (e) All scheduled passenger commercial activity must have prior permission from the Airport Director.

Section 3.3 Closing of Airport

In the event the Airport Director believes conditions of the airport are unsafe for aircraft operations, it shall be within the director's authority to close the entire airport or any part of the airport thereof. (FAA Order 5190.6B)

Section 3.4 Aircraft Parking

- (a) Transient parking is located on the south ramp or at the FBO(s).
- (b) 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 and storage area without first having obtained an approved lease 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 pavement.
- (c) If any aircraft is parked in violation of this section, or in the determination of the Airport Director, presents an operational or safety hazard in any area of the airport, the Airport Director may cause said aircraft, at the owner's/operator's expense and without liability for reasonable 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 3.5 Aircraft Maintenance Areas (reserved)

Section 3.6 Aircraft Maintenance and Self-services

- (a) An aircraft owner is permitted to fuel, wash, 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 and city code provisions. An aircraft owner may not perform such services on a commercial basis for others unless the owner holds a valid aeronautical business permit or a temporary aeronautical services permit.
- (b) An owner of an aircraft based at the Airport may hire or allow a person, other than a commercial aviation operator holding a valid aeronautical business permit, to provide any of the services described in Section 3.6(a) or in Section 3.7 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 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 aeronautical services permit, or an approved technical specialist. (FAA Order 5190.6B)
- (c) Aircraft owners shall notify the Airport Director at least one (1) hour in advance of the technical specialist performing maintenance services on any aircraft.

Section 3.7 Major Aircraft Alterations and Repair

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

- (a) By a person holding a valid aeronautical business permit for such activity; or

- (b) By the owner of the aircraft or **non-commercial experimental builder** under the provisions provided in these regulations. (*FAA Order 5190.6; FAR Part 43 Appendix A*)

Section 3.8 Wash Rack. (Reserved)

Section 3.9 Scheduled Passenger Commercial Activity Transfer Area(s)

- (a) No person shall enplane or deplane an aircraft operated for the purpose of scheduled passenger commercial activity that has a seating capacity greater than eight (8) passengers, except in areas designated by the Airport Director.
- (b) The passenger transfer area(s) shall only be used for the following purposes:
1. Safe and expeditious enplanement and deplanement of passengers on the airport; or
 2. Parking of commercial aircraft for a duration no longer than two (2) hours on the air carrier ramp, unless approved by the Airport Director.
- (c) Additionally, no person shall repair any aircraft while it is parked in a designated passenger transfer area except as approved by the Airport Director.

Section 3.10 Smoking Areas

No smoking or vaping shall be permitted:

- (a) Within any City building; or
- (b) Within fifty (50) feet of an aircraft, fuel truck and/or fuel storage area or where specifically prohibited by the City. (*U.F.C. Article 24, NFPA 407-2.7*)

Section 3.11 Restricted Areas

- (a) No person shall enter the airside area except: (1) As necessary for the lawful use of an aircraft thereon; or to access leased, licensed, or permitted property; (2) To conduct a permitted business activity; (3) By consent of the Airport Director; (4) Or those under continuous escort by those authorized individuals listed above.
- (b) No person shall enter the air carrier ramp area (or Security Identification Display Area), without prior approval by the Airport Director.

Section 3.12 Access Codes, Devices, and Access Cards

Persons provided with either a code, device or access card for the purpose of obtaining access to the airport shall only use airport-issued codes/devices/cards and shall not allow any other person to use such code or device nor divulge, duplicate, or otherwise distribute the same to any other person.

Section 3.13 Maintenance of Airport Property

All persons using any portions of the airport shall at all times maintain such premises in a reasonably clean, serviceable, safe and operable condition and repair, except as determined by the use permit, license, or lease.

Section 3.14 Interference with Utilities and Systems

No airport tenant or any other person shall do or permit to be done anything that may interfere with the effectiveness or accessibility of any public utility system, drainage system, sewer system, fire protection system, sprinkler system, alarm system or fire hydrant and hoses.

Section 3.15 Waste Receptacles and Disposal

- (a) All persons at the airport shall dispose of all solid waste off the airport or in waste receptacles. Types of waste receptacles and their locations shall be designated by the Airport Director and no other receptacles or areas shall be used. No waste will be stored on the airport. All hazardous materials (including petroleum products), hazardous waste, health hazard, or imminent hazards shall be properly disposed of off the airport by the person generating the products or material or by a licensed transporter unless allowed to be recycled or disposed of as noted above.
- (b) No hazardous material or waste (including petroleum products), health hazard, or imminent hazard shall be dumped or otherwise disposed of on the airport property.
- (c) Airport Waste Aircraft Engine Oil Recycling Stations are provided solely for the disposal of waste aircraft engine oil, and for the exclusive use of non-commercial general aviation tenants.

Section 3.16 Rockets, Kites, Fireworks, Tethered Balloons, Model Aircraft, Drones, etc.

- (a) **Rockets, kites, fireworks, and tethered-balloons:** No person shall fly or release a rocket, kite, fireworks, tethered-balloon, etc., on or within two (2) miles of the airport if such activity would create a hazard to aircraft operations or as. (*FAR Part 101*)
- (b) **Model Aircraft, Drones and Unmanned Aircraft System (UAS) operations.** Drone operators should avoid flying near airports because of other air traffic. It is difficult for other aircraft to see and avoid a drone while flying, and drone operators are responsible for any safety hazard their drone creates in an airport environment. Per the FAA, below are three options for flying drones near airports:
 - 1) **Option 1:** If you have a **Remote Pilot Certificate and are following part 107 rules**, you must get permission from air traffic control to fly in controlled airspace. 14 CFR Part 107 allows operations of drones or UAS under 55 pounds at or below 400 feet above ground level (AGL) for visual line-of-sight operations only. Operations in Class B, C, D and E airspace are only allowed with prior Air Traffic Control permission. The FAA can grant permission two different ways – LAANC or DroneZone (see <https://faadronezone.faa.gov/#/>).
 - 2) **Option 2:** If you are flying with a **Model Aeroclub organization** (following the Special Rule for Model Aircraft), you must gain permission from the Airport and Air Traffic Control Tower in order to fly within 5 miles of the airport.
 - 3) **Option 3:** For public entities (law enforcement or government agency), the FAA may issue special permission to fly in a designated location near an airport. Law enforcement and government agencies can also fly under the statutory requirements for public aircraft (49 U.S.C. §40102(a) and § 40125). Operate with a Certificate of Waiver or Authorization (COA) to be able to self-certify UAS and operators for flights performing governmental functions. For more information, visit https://www.faa.gov/uas/public_safety_gov/drone_program/.

Section 3.17 Commercial Photography

No person shall take still, motion or sound pictures of, at, or on the airport for commercial purposes without first receiving a written temporary activity permit issued by the Airport Director or the City of Prescott.

Section 3.18 Advertisements

No person shall post, distribute or display signs, advertisements, circulars, printed or written matter at the airport except in designated areas, or as permitted by the Airport Director.

Section 3.19 Animals

No person shall enter the airport with a dog or other animal unless the animal is restrained by a leash or properly confined as determined by the Airport Director. No person in charge of a dog or other animal shall permit the animal to wander unrestrained on any portion of the airport. (*Prescott City Code, Section 4-22*)

Section 3.20 Firearms, Ammunition, and Explosives

- (a) No ammunition or loaded weapons shall be stored in a hangar.
- (b) No person, except authorized law enforcement officers, or members of the Armed Forces of the United States on official duty, shall possess any explosives on the airport.
- (c) No person shall store, keep, handle, use, dispense or transport at, in, or upon the airport any radioactive substance or material (except for minimum amounts of radioactive substances, such as radioactive paint illuminating instrument dials), without prior authorization from the Airport Director. (*A.R.S. 13.31*)

Section 3.21 Intoxicating Liquors

No person shall drink any intoxicating liquor upon any public area of the airport, except in such restaurant facilities as may be lawfully established or other place as shall be properly designated and licensed for on-sale liquor dispensing by the city.

Section 3.22 Property Damage, Injurious or Detrimental Activities

No person shall damage in any way airport property or conduct activities at the airport that are damaging to airport property or to activities and business of the airport. Any person causing any damage shall be fully responsible for the full cost of repairs. Any person failing to comply with this section may be refused the use of any airport facility until the city has been fully reimbursed for damage done. (*FAA Order 5190.6B*)

Section 3.23 Alteration of Airport Property

- (a) No person shall make any alterations to any signs, buildings, aircraft parking and storage areas, leased areas or other airport property, nor erect any signs, buildings or other structures without prior permission of the Airport Director.
- (b) Any construction on the airport must be approved by the Airport Director. A person constructing or causing the construction on the airport shall comply with all building codes and permit procedures of the city and shall deliver to the Airport Director as-built plans upon completion.

Section 3.24 Lost Articles

Any person finding lost articles within the public areas at the airport shall immediately notify airport operations at 928-777-1150 for inspection/collection. Articles unclaimed shall be disposed of in accordance with law.

Section 3.25 Abandoned Property

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

Section 3.26 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 meet

the standards listed on the Registration of Flying Clubs form available from the airport office, and shall comply with these Rules and Regulations.

Section 3.27 Expressive Activity

The City of Prescott Airport Department's *Expressive Activity at Airports* policy is incorporated by reference into these rules. Any person or organization desiring to use Prescott Regional Airport for the purpose of itinerant non-commercial expressive activity such as picketing, distributing literature, and displaying signs shall be permitted to do so, providing such activities do not result in impairing or interfering with the operational functions of the airport. These activities must be in compliance with Prescott Regional Airport's *Expressive Activity at Airports* policy and be performed in designated areas by individuals possessing a current *City of Prescott Expressive Activity Permit*. Permits can be obtained following submission, review and approval of an application at Airport Administration (6546 Crystal Lane, Prescott, AZ 86301).

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 runways.
- (b) Landing aircraft shall clear the runway as soon as practical, consistent with safety, taxiing ahead to the nearest turn-off.
- (c) Helicopter aircraft arriving and departing the Airport shall operate under the direction of the Air Traffic Control Tower during tower operating hours while the Prescott Class D Airspace is active. In no case shall rotor wing aircraft arrive, depart, ground taxi or hover taxi between hangar rows or between hangars and perimeter fences.

Section 4.2 Aircraft Wingspan & Weight Restrictions

- (a) Aircraft shall not occupy any hangar, shade or tiedown, nor shall aircraft be operated in areas of the airport, where the aircraft's wingspan exceeds the maximum approved wingspan designation for that area as specified by the Airport Director or as published.
- (b) Except as preapproved by an Airport-issued waiver, aircraft shall not occupy any hangar, shade or tiedown, nor shall aircraft be operated in areas of the airport, where the aircraft's weight exceeds the maximum approved weight restriction for that area as specified by the Airport Director or as published.
- (c) *The city assumes no liability for damage or loss resulting from aircraft operations in areas where aircraft wingspan or weight exceeds the designated wingspan or weight restrictions. Any such operation and/or resulting damage is solely at the risk of the aircraft operator. (FAA Order 5190.6B,)*

Section 4.3 Voluntary Noise Abatement Practices

Unless otherwise directed by the airport traffic control tower, the voluntary noise abatement practices will be those posted on the Prescott Regional Airport website and also published on *Whispertrack* at www.whispertrack.com/airports/KPRC. Aircraft are advised to utilize appropriate noise abatement practices whenever possible consistent with safety.

Section 4.4 Disabled Aircraft

Aircraft owners and pilots, shall be responsible for the prompt removal of disabled aircraft, and parts thereof, from the movement area to the non-movement area unless required or directed by the

Airport Director, FAA or NTSB to delay such action pending an investigation of an accident. In the event of failure to promptly remove such disabled aircraft, the Airport Director may cause the aircraft to be removed and bill the owners thereof for all charges or reasonable damage incurred in the removal, if operational or emergency circumstances warrant such removal. The city shall not be responsible for damage to disabled aircraft removed by the owner, operator, pilot, or other persons.

Section 4.5 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. (*FAR Part 91.13 & 91.17*)

Section 4.6 Required Aircraft Equipment

No aircraft shall land or take off at the airport unless it is equipped with brakes and, when the airport traffic control tower is in operation, must have a functioning radio capable of direct two-way communications with the airport traffic control tower, except in the case of an emergency or with prior consent of the Airport Director and/or the airport traffic control tower. (*FAA Order 5190.6B; FAR Part 91.129*)

Section 4.7 Motorless Aircraft or Ultralight Vehicles

No motorless aircraft or ultralight vehicles as defined by FAR Part 103 may land or take off at the airport without prior permission of the Airport Director or Air Traffic Control except in the case of landing emergencies. (*FAR Part 103.19; FAA Order 5190.6B*)

Section 4.8 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 Director. Except in an emergency, all aircraft engine run-ups for maintenance testing purposes shall be conducted between the hours of 0600-2200, except with prior permission by the Airport Director
- (c) At no time shall an aircraft's engine(s) be operated while the aircraft is in a hangar, covered tiedown space.
- (d) Pilots shall use caution when starting engines or taxiing to assure the exhaust, propeller blast or rotor wash will not cause injury to persons or do damage to property or spread debris on the airport.

Section 4.9 Taxiing of Aircraft

No person shall taxi an aircraft until they have ascertained that there will be no immediate danger of a collision with other aircraft, persons or objects. Aircraft shall not be taxied into or out of any hangar, shade, or other covered area. No taxiing shall be done except on areas designated for taxiing. If it is impossible to taxi aircraft without compliance with this section, then the engine must be shut off and the aircraft towed to the new location.

Section 4.10 Common Traffic Advisory Frequency

During hours when the airport traffic control tower is not in operation, aircraft operators shall utilize the common traffic advisory frequency (CTAF) at 125.3 to broadcast their intentions in accordance with the current *Aeronautical Information Manual (AIM)*.

Section 4.11 Accident / Incident Reports

Any persons involved in an aircraft accident, or in an incident involving personal injury or non-aircraft property damage occurring on the airport, regardless of dollar amount, shall notify the Airport Director as soon after the accident/incident as possible, but in no event later than the time required for reporting an accident to the FAA or to any other governmental agency, or within twenty-four (24) hours of the accident/incident, whichever is sooner. The notification shall include the name(s), address(es) and telephone number(s) of the persons involved (or aircraft owner), registration number(s) of the aircraft involved, and a description of the accident/incident and its cause. When a written report 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 Director.

Section 4.12 Refusal of Clearance or Use

The Airport Director may delay or restrict any flight or other operations at the airport and may refuse takeoff clearance to any aircraft for any reason believed to be justifiable for safety or security reasons.

Section 4.13 Interfering or Tampering with Aircraft

No person shall interfere or tamper with any aircraft, aircraft parts, instruments or tools, or hangar without permission of the owner, or under the specific direction of the Airport Director.

ARTICLE 5. VEHICLES, PEDESTRIANS, ETC.

Section 5.1 General Requirements

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

- (a) Vehicles shall access all airport facilities and businesses from the landside public parking or appropriate gate areas for said facility or business.
- (b) When an airport gate is out-of-service, vehicles shall access a secondary gate as specified by the out-of-service notification.
- (c) All vehicles shall yield right of way to aircraft in motion and emergency vehicles.
- (d) No vehicle, excluding ground service and emergency vehicles, shall approach closer than fifty (50) feet to any taxiing aircraft.
- (e) All vehicles, upon entering or exiting an airport access gate, shall wait for the gate to completely close behind them before proceeding to their destination so as to not allow the entry of an unauthorized person or vehicle. If a subsequent (unknown/unauthorized) vehicle or person enters, the first (authorized) vehicle must immediately contact airport operations, in person or at 928 777 1150, with a description of the person(s) and/or vehicle.

Section 5.2 Licensing, Registration and Insurance

- (a) No person shall operate a motorized vehicle of any kind on the airport without a valid state operator's license.

- (b) All motorized vehicles shall maintain the appropriate type and amount of vehicle liability insurance in accordance with state law.
- (c) All motorized vehicles that are not registered for use on public streets must have separate liability coverage in the amount prescribed by the city's risk director and approved by Airport Director.

Section 5.3 Control of Vehicles

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

Section 5.4 Speed Limits

All vehicles shall be operated in strict compliance with all posted speed limits at the airport. The maximum speed limit for all vehicles in the airside, with the exception of authorized Regional and emergency services vehicles in the performance their official duties, is twenty five (25) miles per hour in movement areas and fifteen (15) miles per hour in all other areas unless otherwise posted, or less, if conditions warrant to ensure safe operation.

Section 5.5 Vehicles Operating on Runways and Taxiways

- (a) Only authorized vehicles will be allowed to operate on the air movement area of the airport. No vehicle shall be operated on the runways and taxiways unless so authorized by the Airport Director.
(A.R.S. 28.624)
- (b) Any vehicle authorized to operate on the airport runways or taxiways shall display an amber flashing beacon or a 3' x 3' white and orange checkered flag that complies with FAA Advisory Circular 150/5210-5D and is visible to the airport traffic control tower personnel. Exceptions to this rule must be authorized by the Airport Director.
- (c) All vehicles that are authorized to operate on the runways or taxiways must be equipped with a two-way aviation radio, receive a clearance from, and remain in continuous communications with, the airport traffic control tower. The installation of a two-way radio does not permit the unauthorized operation of vehicles on runways or taxiways.
- (d) If vehicles are not equipped with radios, prior approval must be obtained from the Airport Director. Additionally, all vehicle operators shall comply with the standard airport light gun signals.
- (e) Any person operating a vehicle within the air movement areas must possess a current and valid airfield driver's permit, in accordance with FAR Part 139, unless under an escort approved by the Airport Director.

Section 5.6 Airport Vehicle and Pedestrian Access Control

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

Section 5.7 Airport Perimeter Road

The airport perimeter road shall only be used by airport administration vehicles, FBO fuel trucks, and other vehicles as posted/signed, and/or authorized by the Airport Director.

Section 5.8 Authority to Remove Vehicles

The Airport Director may cause to be removed from any area of the airport any vehicle which is disabled, abandoned, parked in violation of these regulations, or which presents an operational hazard as determined by the Airport Director to any area of the airport, at the operator's expense and without liability for reasonable damage which may result in the course of such movement.

Section 5.9 Bicycles and Miscellaneous Vehicles

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

Section 5.10 Motor Homes, Boats, Trailers and Recreational Vehicles

Motor homes, boats, trailers and recreational vehicles shall not be stored anywhere on the airport unless in accordance with a city-approved lease, license, permit or hangar policy. (*FAA Order 5190.6B*)

Section 5.11 Accidents

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

Section 5.12 Careless Operation, Driving While Intoxicated, etc.

No vehicle, of any kind, shall be operated at the airport:

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

Section 5.13 Parking Restrictions

- (a) No person shall park or leave any vehicle standing, whether occupied or not, except within a designated parking area.
- (b) For a short period of time, a vehicle may be parked in the hangar alley, so long as the vehicle does not restrict or obstruct aircraft movement, the vehicle owner is nearby, and the vehicle can be promptly relocated upon request.
- (c) In addition to 5.13 (a) above, aircraft owners and operators may also park their vehicle in the aircraft storage or parking space designated for their aircraft.
- (d) Vehicles parked in an aircraft parking and storage area shall be parked in a manner so as to be completely contained in the aircraft parking or storage space and to not obstruct adjacent aircraft parking and storage areas, or taxilanes unless for the purposes of immediate and temporary loading, unloading, or staging of an aircraft.
- (d) The vehicle shall only be parked in a manner that allows the vehicle to be immediately driven or towed away from any nearby aircraft in case of emergency.
- (e) No vehicle shall be abandoned at the airport or parked more than 30 consecutive days without prior written permission of the Airport Director.

Section 5.14 Volunteer Assistance

No person shall enter the airside area of the airport for the purposes of attending, observing or assisting at the scene of an accident except persons authorized by law or otherwise requested or with consent of the Airport Director or airport traffic control tower.

Section 5.15 Pedestrians in the Airside Area

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

Section 5.16 Vehicle Repair

- (a) No person shall clean or make any repairs to vehicles anywhere on the airport except minor repairs necessary to remove such vehicles from the airport, and such must be conducted completely within the confines of the hangar.
- (b) No person shall move, interfere or tamper with any vehicle, or take or use any vehicle part, or tool thereof, without the written permission of the owner or satisfactory evidence of the right to do so duly presented to the Airport Director.

ARTICLE 6. FUELING, FLAMMABLE FLUIDS, AND SAFETY

Section 6.1 Fuel Safety

All transportation, storage and other handling of aircraft and vehicle fuel shall comply with the City of Prescott Fire Code and FAA Advisory Circular 150/5230-4b, as amended, all requirements of these regulations, and all other applicable law.

Section 6.2 Storage of Aircraft Fuel Trucks, Trailers and Other Aircraft Refueling Devices

- (a) Aircraft refueling vehicles, other moveable aircraft fuel containers and refueling devices shall be stored outside and not less than fifty (50) feet from a building or parked aircraft such other distance as shall be approved by Airport Director and City Fire Department. [NFPA 407 6.2.1.1(4)]
- (b) Aircraft refueling vehicles shall be parked in a manner to provide a minimum of ten (10) feet of separation between another vehicle or aircraft refueling device. [NFPA 407 6.2.1.1(2)]

- (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. (NFPA 407 6.2.8.3). This section does not apply to vehicle fuel cans with a capacity of not more than (10) total gallons per class. Exceptions require permission of the Fire Marshall. (NFPA 30).

Section 6.3 Aircraft Fueling Locations

All aircraft fueling shall be performed outdoors and completely outside the aircraft hangars. 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, hangar, T-hangar or T-shade. (NFPA 407 4.2.11.1.1)

Section 6.4 Maintenance of Fuel Servicing Vehicles

Maintenance and servicing of aircraft fuel servicing vehicles and carts shall be performed outdoors or in a building approved for that purpose by the fire department. (NFPA 407 6.2.8.3)

Section 6.5 Open Flame

- (a) There shall be no open flames on the airport, within fifty (50) feet of any aircraft, fuel servicing operation, fueling equipment, or fuel storage area, and where otherwise specifically prohibited by the City. (NFPA 407 4.2.12.2.2 and NFPA 407 4.2.12.2.4)
- (b) The category of open flames and lighted open-flame devices shall include, but shall not be limited to the following: (1) lighted cigarettes, cigars, or pipes (2) electronic cigarettes (e.g. personal vaporizers or electronic nicotine delivery systems; (3) exposed flame heaters, liquid, solid or gaseous devices, including portable or wheeled gasoline or kerosene heaters, and gas or charcoal grills; (4) heat-producing welding or cutting devices, and blowtorches; and (5) flare pots or other open-flame lights. (NFPA 407 4.2.12.2.3)

Section 6.6 Removal of Gas, Oil, Grease, Aircraft Washing Effluent, 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) Any spillage of aviation fuel, gasoline, oil, grease, or similar material in excess of one gallon or fifty square feet must be immediately reported to Prescott Fire Department at 911 and Airport Operations at 928-777-1150. (I.F.C. 2006.11.5)
- (d) Failure to report a spill event may constitute grounds for denying future access to the airport.

Section 6.7 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 Director, provided they are stored in their original container and have original manufacturer's labeling. (I.F.C. Chapter 57)

Section 6.8 Fire Extinguishers

- (a) Hangar tenants are responsible for acquiring and maintaining a fire extinguisher with a U/L rating of at least two 2A/10BC or one 2A/20BC. The 2A/20BC rating on the extinguisher indicates the contents can be used for extinguishing Class A, B, or C fires. Class A rating is for paper and other solids, Class B for liquids and Class C for extinguishing electrical fires.
- (b) Storage unit tenants are responsible for acquiring and maintaining a fire extinguisher with a U/L rating of at least one 2A/10BC or if the storage room is open to the adjacent hangar and within 75 feet travel distance of such a unit. The 2A/10BC rating on the extinguisher indicates the contents can be used for extinguishing Class A, B, or C fires. Class A rating is for paper and other solids, Class B for liquids and Class C for extinguishing electrical fires.
- (c) The fire extinguisher shall be mounted in a conspicuous location along an exit path or adjacent to the exit door. The top of the extinguisher may not be more than four feet above floor level.
- (d) **Fire extinguishers must be professionally serviced or replaced annually, and is the responsibility of each hangar tenant.** Each fire extinguisher shall carry a suitable tag showing the date of most recent inspection. (NFPA 10 & IFC Section 906)
- (e) Use of any fire extinguisher under any circumstances shall be reported to the Airport Director and the fire code official immediately after use. [1998 NFPA 10, Section 4-5; 1997 I.F.C., Section 2005.8]
- (f) At least two (2) fire extinguishers, each having a rating of 80-B:C, shall be available for use in connection with the aircraft fuel handling operations. (NFPA 407, Section 4-3.10 and 6.1.10.1)

Section 6.9 Moveable Fuel Storage Tanks

Unless otherwise approved by the Airport Director and city fire department, moveable 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 100 gallons used by a person to fuel their own aircraft pursuant to a self-fueling permit.
- (e) Tanks lawfully transporting fuel for immediate dispensing into a fuel storage tank permitted by the city. Such vehicles shall access the airport at a point approved by the Airport Director and remain under escort by a representative of the company receiving the fuel.

Section 6.10 Self-fueling/Defueling

As per FAA Order 5190-6B (11.1-3), pilots are permitted to self-fuel their own aircraft. Airport-based aircraft owners wishing to self-fuel/defuel their own based-aircraft will be permitted to do so, providing they:

- (a) Apply for a City of Prescott Airport Department self-fueling permit;
- (b) Meet all standards within the airport's *Self-Fueling Policy*; and,
- (c) Continue to comply with the *Self-Fueling Policy* requirements, these rules/regulations, and all related/applicable laws, following issuance of the permit.

Section 6.11 Vehicle Fuel

No person shall store vehicle fuel on the airport except:

- (a) Within the permanently installed fuel tank of a vehicle for use only by that vehicle;

- (b) Within a moveable container designed for storage of vehicle fuel and having a capacity of not more than (10) gallons per class, in containers designed for that use; or
- (c) Within above ground storage tanks approved by the Airport Director.
- (d) No vehicle, except aircraft and vehicles authorized by the Airport Director, may be fueled on the airport.

Section 6.12 Exit Passageways

Within all Airport Hangars/Storage Rooms, exit passageways must be continuously maintained as follows:

- (a) The minimum width of exit passageways in a hangar/storage unit shall not be less than 36 inches in width, and be maintained free of objects from the most remote section of the hangar (and the storage room if included in the use space) to the exit location. (I.F.C. Section 1023.2)
- (b) An 80-inch vertical clearance must be maintained throughout the entire length of the exit passageway. (I.F.C. Section 1003.3.1)
- (c) Exceptions to the height and width requirements will be based solely on the aircraft-to-wall/door distance, as allowed by Airport Director and Fire Code Official. (I.F.C. Section 1003.3.1)

Section 6.13 Safety and Use of Aircraft Hangars and Storage Areas

Hangars, T-shades and storage rooms must be in compliance with these Rules and Regulations, the Hangar Agreement, and the Airport's policy on *Aircraft Hangars and Storage Rooms*. This policy details additional requirements for those users, including those relating to the following topics:

- Aircraft ownership
- Acceptable uses for hangars (and non-aircraft storage rooms, as appropriate)
- Acceptable stored items in hangars (and non-aircraft storage rooms, as appropriate)
- Allowable quantity storage
- How to store items
- What may be used in a hangar/storage room
- Other safety and inspection Requirements
- Modifications/additions (including those requiring a building permit)

ARTICLE 7. WAIVER OF RULES AND REGULATIONS

Section 7.1 Waiver of Rules and Regulations

- (a) In the interest of addressing unforeseen and unusual circumstances regarding airport operations, safety or security, the City, in its sole and absolute discretion, may waive rules or regulations in accordance with the process set forth in subsection (b) below.
- (b) The waiver process for the airport is as follows:
 - (1) The applicant must apply for a waiver in writing to the Airport Director.
 - (2) The waiver request will be reviewed and acted upon by the Airport Director.
 - (3) If the application is denied, then upon the written request of the applicant filed with the Airport Director within ten (10) days after the denial, the decision of the Airport Director may be reviewed by the City Manager. The City Manager may decline to review the decision, in which case it is final, or the City Manager may sustain, reverse, or modify the decision.
- (c) In no event, shall a waiver be granted if to do so would be inconsistent with applicable laws, ordinances, rules/regulations, and/or federal grant assurances.