

SEDONA AIRPORT
OPERATIONS POLICIES AND PROCEDURES
Revision 2 February 26, 2018

Approved and Adopted by
The Sedona-Oak Creek Airport Authority Board of Directors

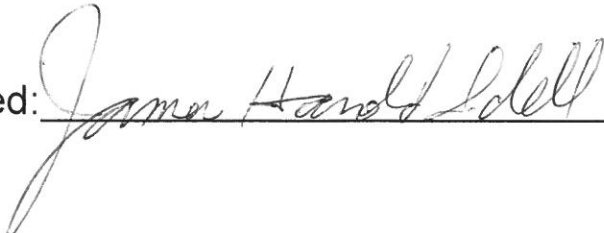
Signed:  Date: Feb 26, 2018

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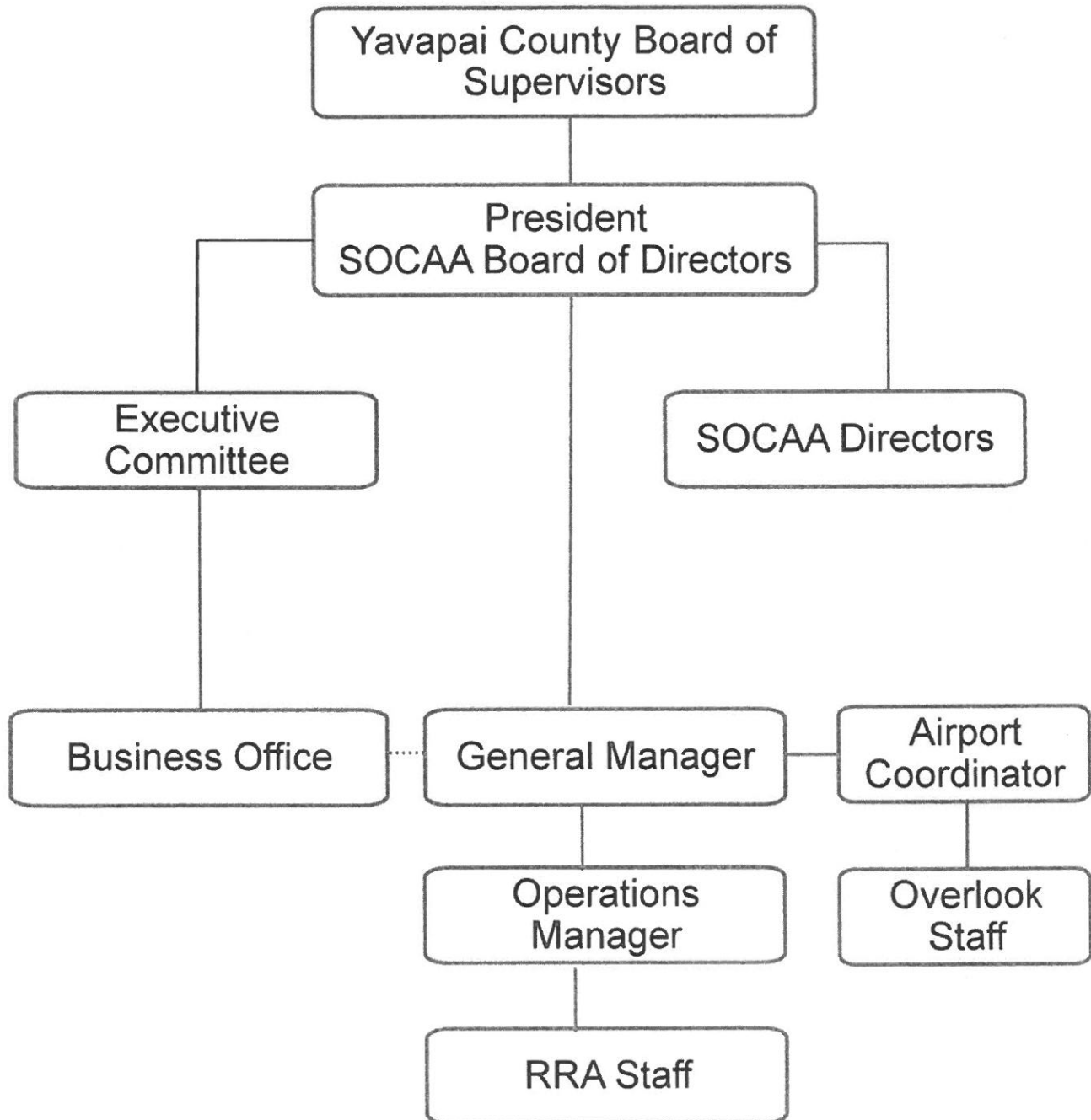
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SEDONA-OAK CREEK AIRPORT AUTHORITY MISSION STATEMENT

The primary objective of the Sedona-Oak Creek Airport Authority is the development and promotion of the Sedona Airport as a well-managed modern, attractive, and efficient airport that takes its environmental and safety objectives seriously and provides exceptional aviation-related services and products, competitively priced and designed to meet the general and commercial aviation needs of Yavapai County, the City of Sedona, and the state of Arizona.

Consistent with its non-profit designation, the Sedona-Oak Creek Airport Authority accomplishes this mission with revenue resources generated by airport operations and airport based businesses, aviation grants, and privately placed bonds.

Sedona-Oak Creek Airport Authority Organizational Chart



I. Purpose

The intended purpose of this Airport Operations Manual is to guide day-to-day operations of the Sedona Airport. It will be used by airport management to conduct the daily business of the airport in an efficient manner, consistent with the policies of the Federal Aviation Administration, Yavapai County and the Sedona-Oak Creek Airport Authority.

II. Definitions

As used herein, unless the context clearly indicates otherwise, the following definitions shall apply:

- A. "Aircraft" includes any and all contrivances now or hereinafter used for navigation or flight in air or space, including but not limited to, airplanes, airships, dirigibles, free balloons, helicopters, gyroplanes, gliders, ultralights, amphibians, and seaplanes.
- B. "Airport Operating Area" (AOA) is any area of the airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft by either the aircraft's own power source, or an external one.
- C. "Aviator" means an individual who engages, as the person in command or as pilot, mechanic, or member of the crew, in the navigation of aircraft, or an individual who is directly in charge of the inspection, maintenance, overhauling, or repair of aircraft, aircraft powerplants, propellers, or associated accessories.
- D. "Airport" means Sedona Airport.
- E. "SOCAA" means the Sedona-Oak Creek Airport Authority which includes Sedona Airport Administration (SAA-Airport Operations) and Red Rock Aviation (FBO fuel vendor).
- F. "Airport General Manager" means the SOCAA appointed manager of the Airport or his/her designee.
- G. "Based Aircraft" means any aircraft assigned a parking space, tiedown, or hangar space at the Sedona Airport, for more than thirty (30) consecutive calendar days or more than 210 non-consecutive calendar days in any calendar year.
- H. "FAA" means the Federal Aviation Administration of the United States of America, as defined in the Federal Aviation Act of 1958, or any subsequent and successor to that agency created for the control and operation of aviation and its related functions in the United States of America.
- I. "Fixed Base Operator" (FBO) means an entity who has obtained a lease or permit to operate as a commercial general aviation concessionaire at the airport. SOCAA may also operate as an FBO.

- J. "Hangar" means any structure used to protect aircraft stored in the structure for security and protection against wind and other adverse weather conditions.
- K. "Owner" means the registered owner, Trust or legal owner of an aircraft according to the records of the FAA and the law under the State of Arizona. "Owner" can also mean the registered owner, Trust or legal owner of a hangar.
- L. "Person" means individuals, firms, companies, corporations, public agencies, and any other person.
- M. "Restricted Area" means any portion of the airport not intended for use by the general public and so posted.
- N. Self-Fueling: Airport operators shall be permitted to perform self-fueling activities, including bringing fuel to the Sedona Airport with its own employees in conformance with the Sedona-Oak Creek Airport Authority rules and regulations pertaining to self-service operations.
- O. "Vehicle" means a device in, upon, or by which any person or property is or may be propelled on the ground and includes, but is not limited to, automobiles, motorcycles, trucks, off-road vehicles, tractors, bicycles, buses, or trailers.
- P. "Ignition Source" means a flame, spark or hot surface capable of igniting flammable vapors of fumes. Such sources include appliance burners, burner ignitions or igniters and electrical switching devices.

III. Compliance with Federal Aviation Act, Federal Aviation Regulations, and Airport Improvement Program Grant Assurances

- A. The Federal Aviation Act of 1958 authorizes the Administrator of the Federal Aviation Administration to prescribe air traffic rules and regulations governing the flight of aircraft. The Federal Aviation Regulations promulgated by the Administrator regulate all flights on, over or in the vicinity of the Sedona Airport.
- B. Aircraft operators, pilots, aviators, and other users of the airport are required to be familiar with and comply with the Federal Aviation Regulations and, in particular, FAR Part 91, General Operating and Flight Rules, of said regulations.
- C. All aeronautical activities at the airport and all flying of aircraft departing from or arriving at the airport shall be conducted in strict accordance with the Federal Aviation Regulations.
- D. When airport owners or sponsors, or other organizations, accept funds from FAA administered airport financial assistance programs, they must agree to certain obligations (or assurances). These obligations require Yavapai County and the

SOCAA to maintain and operate the airport facilities safely and efficiently and in accordance with the Airport Improvement Program Grant Assurances.

IV. Compliance with Applicable Policies and Procedures

All persons using the airport shall be subject to, and governed by, the policies and procedures contained herein, and all other applicable provisions of the City of Sedona Municipal Code, the Yavapai County Ordinances and Resolutions, state and federal laws, and the Federal Aviation Regulations. The only exceptions would be with regards to any parties to prior legal agreements, leases or other legal instruments prior the time this policy document is approved. Where conflicts may exist, the Airport Authority and the affected party will use good faith attempts to resolve.

V. Duties and Powers of the Airport General Manager and His/Her Designees

The Airport General Manager shall represent the SOCAA at all times in regard to all airport matters. He/she shall also have the following duties and powers:

1. The Airport General Manager shall at all times have authority to take such actions as may be deemed necessary to safeguard the public. Every commercial operator, pilot, aviator, mechanic, or other persons employed on or using the airport shall agree to the reasonable enforcement of these rules and regulations and to see that all persons upon the premises use care to prevent injury to persons or damage to property.
2. The Airport General Manager may suspend or restrict any or all operations at the airport whenever he or she deems such action necessary in the interest of safety.
3. The Airport General Manager may suspend, for reasons of safety of the airport and the public, the privileges of the airport and its facilities to any person refusing to comply with these rules and regulations.
4. The Airport General Manager shall have authority to restrict airport operations to any such portion(s) of the airport as he/she may deem necessary or desirable. Any part of the airport temporarily unsafe for aircraft operation which is not available for normal use shall be clearly marked in accordance with recommendations of the FAA.
5. The Airport General Manager may issue permits or written permission for the use of the airport.
6. The Airport General Manager in any contingency or emergency not specifically covered by these rules and regulations is authorized to make such decisions as he/she may deem proper and appropriate.

VI. Hours of Operation and Use

- A. The Sedona Airport Administration offices at the Airport Terminal building shall be open between 9:00 a.m. and 5:00 p.m. seven (7) days a week. The Terminal Building shall be open from 6:00 a.m. until 6:00 p.m. seven (7) days a week.* The airport shall be open for public use at all hours, subject to the condition of the landing area, as may be determined by the by the Airport General Manager. **Hours may be modified for summer operations.*
- B. No person shall unreasonably obstruct, impair, or interfere with the use of the airport by any other person, or unreasonably obstruct, impair, or interfere with the passage and safe, orderly and efficient use of the airport by any other person, vehicle, or aircraft.
- C. No person shall enter the AOA, the Airport Terminal, or landing area with any animal, except a "service" animal to assist the blind or the hearing impaired, or a leashed animal being taken to or from an aircraft. In the interest of safety, animals may be permitted in other areas of the airport if restrained by a leash or confined in such a manner as to be under control at all times, or as authorized by the Airport General Manager.
- D. Yavapai County, its agents, and SOCAA or employees operating the airport assume no responsibility for damage to property stored thereon or property thereon of persons using the airport facilities, by reason of fire, theft, vandalism, windstorm, flood, earthquake, hail, and/or collision, or any other reason, nor does it assume any liability for any reason for damage or injury to persons or property while on the airport or while using the facilities of the airport.
- E. The privilege of using the airport and its facilities shall be conditioned upon the assumption of full responsibility and risk by the user thereof and such user shall release, hold harmless, defend and indemnify Yavapai County, SOCAA, their officers, agents, and employees, against claims from any users arising from use of the airport.
- F. Reporting of accidents – Any person involved in an accident at the airport which results in any damages or injury to one or more persons or to property shall promptly report such occurrences to the Airport General Manager.
- G. No person shall dispose of garbage, papers, refuse, or other material on the airport except in receptacles provided for that purpose. No person shall abandon any personal property on the airport, including motor vehicles. Airport management will make reasonable attempts to contact the owner(s) of abandoned property prior to removing or disposition of such. Following attempts at formal initial notification by Airport management, property abandoned for ninety (90) days or longer shall

become the property of SOCAA and may be disposed of in any manner deemed appropriate by the Airport General Manager. All costs associated by such disposition of abandoned property will be charged to the person who abandoned the same.

- H. It is unlawful for any person to destroy, damage, or deface or cause to be destroyed, damaged, or defaced any public property located at the airport. Any person causing or responsible for such destruction or damage shall report such damage to the Airport General Manager and upon demand of the Airport General Manager shall reimburse the airport for the full amount of the damage. Any person failing to report and reimburse the airport for damage may be refused the use of any facility at the airport until and unless said report and reimbursement is made.
- I. No person shall take still, motion, sound, or video pictures for commercial purposes of this airport without written permission from the Airport General Manager. *Exception: This section shall not apply to representatives of the Press or other news services reporting on persons or events which are in the news, excepting that all such persons must obtain permission from the Airport General Manager prior to entrance onto the AOA.*
- J. All owners of aircraft regularly situated on the Sedona Airport shall be financially responsible. Any such owner shall, annually or upon request, furnish SOCAA with evidence of financial responsibility. The minimum financial responsibility required pursuant to this section shall be as follows:
 - 1. **Liability Insurance.** Liability insurance in the face amount of not less than one million dollars (\$1,000,000) for all damages resulting from the owner's aircraft being regularly situated on the Sedona Airport. A statement of contractual liability will be required naming Yavapai County and SOCAA as additionally named insureds.
 - 2. **Property Insurance.** Owner shall maintain and keep in full force and effect fire, flood, and wind damage insurance on the improvements and fixtures installed by owner on SOCAA premises in an amount equal to the replacement costs of such improvements as determined by the SOCAA. SOCAA shall be named an additional insured under this policy.
 - 3. **Amounts of Insurance.** The amounts of required insurance shall be subject to annual review by SOCAA to assure adequate coverage limits apply.
 - 4. **Increased Premiums.** If any insurance premiums are increased, they are the responsibility of the insured.

Evidence of financial responsibility shall consist of a certificate of insurance or a bond issued by an insurance company or a surety company duly authorized to transact business in the State of Arizona.

If the owner of an aircraft regularly situated at the Sedona Airport fails or refuses to furnish the SOCAA with the required evidence of responsibility when so requested, the owner shall thereafter be prohibited from basing any aircraft which he/she may own at the airport until such time as he/she complies with the provisions of this section.

- L. A schedule of fees, rates and charges for use of airport areas and facilities shall be established from time to time by resolution of the Board of Directors of SOCAA.
- M. The Airport General Manager shall have the authority to take appropriate legal action with regard to a lessee's aircraft and/or hangar for failure to pay fees and charges assessed pursuant to this article when such fees and charges are delinquent for thirty (30) days or longer. This may include locking a hangar or other appropriate action.
- N. It is the responsibility of all Owners and lessees of aircraft, hangars or property at the airport to ensure Airport administration has current contact information.

VII. Hangar Usage and Occupancy

- A. Hangar use shall be primarily for the storage of aircraft and other aeronautical use items or aviation related purposes. The FAA mandates, in the Airport Improvement Program Grant Assurances, that the Airport be used for aeronautical purposes, which includes hangars.
- B. Aircraft stored in a hangar must be the aircraft identified in the aircraft storage agreement or as specified in lease agreements. If the aircraft changes the tenant must notify the SOCAA office of the change. It is a requirement of the state of Arizona that a list of aircraft with "N" numbers be submitted quarterly to the Arizona Department of Transportation (ADOT) by SOCAA. "N" numbers are submitted to the FAA annually.
- C. Owners and lessees shall take reasonable efforts to contain or mitigate the release of any controlled or hazardous materials to the soil or environment surrounding a hangar at all times.
- D. If the aircraft in the hangar is an experimental aircraft under construction, or an aircraft under repairs, it should show continual signs of progress in the construction or repair activities. The intent is to avoid situations where a hangar becomes strictly a long term, inactive, storage structure. SOCAA may verify through hangar inspection or inquiries of the owner to ensure progress for such projects remain active and are progressing to a definite end point.
- E. Hangar tenants shall be permitted to store tools and materials associated with flight planning, routine maintenance or construction of their aircraft, which are not in

conflict with approved Fire and Life Safety Codes. This would include an aircraft tug device.

- F. Tenants may temporarily store one operable vehicle for transporting the pilot/passengers to and from the Airport. In addition, one golf cart, ATV, scooter or similar type vehicle may be stored for transportation use on the Airport.
- G. A reasonable amount of furniture is allowed to be used in the hangar.
- H. All items in the hangar must meet the applicable requirements of the proper jurisdiction's Building Codes and any applicable codes of the Sedona Fire District. If there are any questions as to which codes apply, contact Airport administration for clarification and guidance.
- I. Each hangar shall contain at least one inspected/tested fire extinguisher (ABC type).
- J. Any potential ignition source must be elevated a minimum of 18 inches above the floor. The only exceptions would be an appliance that is UL approved to be located in a flammable liquid/gas environment or any appliances, e.g., refrigerators portable heaters, coffee makers, etc., located in a room or office area physically separated from the actual airplane storage area.
- K. Portable heaters must be elevated a minimum of 18 inches above the floor when in use or used per guidelines specifically approved by the Fire Marshall.
- L. The following items are generally not permitted by the FAA to be stored in hangars unless they are used for transport as provided above, or actively used as an aircraft "tug" device:
 - 1. Cars/trucks
 - 2. Motorcycles
 - 3. Boats
 - 4. All-Terrain Vehicles
 - 5. Golf carts
 - 6. Motor Homes/RVs
 - 7. Campers
 - 8. Trailers
 - 9. Go-Carts
 - 10. Household goods
 - 11. Paper records (except those directly related to an aeronautical use)
 - 12. Other motor vehicles
- M. Aircraft maintenance work in hangars is permitted including the exchange of parts, limited use of paints and solvents, etc., by aircraft owners.
- N. Oily rags, wipes and towels, if present, must be stored in an approved container.

- O. The application of flammable (non-water based) finishes and paints on surface areas larger than isolated parts is strictly prohibited inside of hangars.
- P. No repairs on aircraft involving the use of open flame, spark producing devices or heating of parts above 500 degrees is permitted inside the hangars. An exception to this would be for those working on an aircraft construction project, e.g., kit plane, when there has never been any fuel in the aircraft tanks nor other flammables, fuel sources or combustibles near the heat producing work.
- Q. It is the hangar owner's responsibility to obtain, when required, a building permit for certain modifications to and structures built within a hangar, including, but not limited to:
 - 1. Partial or full mezzanines
 - 2. Offices
 - 3. Break rooms
 - 4. The installation of insulation materials on any hangar structure surface
 - 5. Electrical modifications made to the lighting or electrical outlets
- R. Tenants must advise the Airport General Manager and receive written approval from the General Manager prior to submitting an application for a Building Permit.
- S. Smoking is not permitting inside a hangar nor within 50 feet of an aircraft fueling operation, fuel truck or fuel depot.
- T. Annual hangar inspections shall be conducted as follows by representatives of the Sedona Fire District and the Airport Manager (or a designated Board Member) for compliance with all applicable regulations.
 - a. Advanced notification will be provided to the hangar owner to ensure availability and access to the hangar.
 - b. Inspections should be conducted at a time when most hangar and aircraft owners are in the area, i.e., February - March is recommended.
 - c. The hangar owner or his/her designated representative may be present during the inspection.
 - d. Airport management or the hangar owner may request the presence of a representative of a local pilot organization or association to be present during the inspection.
 - e. Owners will be notified of inspection results and allowed reasonable time to correct any identified deficiencies unless any deficiency represents an immediate threat to life or property. Under such circumstances, Airport management may take reasonable action to correct the deficiency and notify the owner or the owner's designated representative.

- f. Hangar inspections will be conducted using an Inspection Checklist (Appendix A) approved by Airport Management.

VIII. Motor Vehicles at the Airport

- A. Every person who operates any motor vehicle or mobile equipment on the airport shall comply with all applicable provisions of the laws of the state of Arizona and any special regulations prescribed herein for the control of such vehicles excepting in cases of emergency involving life or property.
- B. SOCAA may designate by appropriate posting the following:
 - 1. Places where vehicles may or may not be parked on the airport. Vehicles shall not be left standing for any extended duration on taxilanes.
 - 2. The period of time for which vehicles may be parked at any place on the airport.
 - 3. Appropriate speed limits for vehicles operating on the airport.
- C. The Airport General Manager shall be authorized to have towed any vehicle parked on any roadway, parking area, or other posted area of the airport in violation of these policies at the owner's expense.
- D. All vehicles, except emergency vehicles engaged in emergency activity, shall at all times yield the right-of-way to any and all aircraft and pedestrians.
- E. There will be strict adherence to posted speed limits for vehicles driving on aircraft parking ramps and within hangar areas.

IX. Aircraft Operating on the Ground

- A. Aircraft shall be parked in designated areas administered by the SOCAA and in areas rented to commercial operators. Aircraft owners or operators may also park aircraft in privately owned hangars erected on land leased from SOCAA.
- B. No aircraft shall be parked in areas not under lease without special written permission of the Airport General Manager, who may authorize parking as a temporary measure or as an interim measure pending the execution of a lease or agreement.
- C. Parking in taxiway areas is prohibited. Taxiway areas shall be maintained open for taxiing aircraft at all times and no aircraft shall be parked in such taxiway areas left unattended in such a manner as to interfere with the free flow of traffic.

- D. No aircraft shall be left unattended on the airport unless properly secured in a tiedown or within a hangar. Owners of aircraft shall be responsible for damage resulting from failure to comply with this section.
- E. Aircraft powerplants shall be run-up only in areas designated by SOCAA as "run-up" areas. At no time shall powerplants be run-up when aircraft, hangars, shops, other buildings, or persons in observation areas are in the path of the propeller "slipstream" or "jet blast." Those operating any aircraft are responsible for any damage occasioned by such slipstream or jet blast.
- F. When hand-propping is necessary, a licensed pilot or mechanic shall be at the controls at all times and the wheels shall be chocked, or the aircraft securely tied down.
- G. No persons except aviators, duly authorized personnel (includes those with an airport issued gate or security pass, contractors, maintenance or service staff doing work at the airport), passengers, or other persons going to or from aircraft personally conducted by aviators or airport attendants, shall be permitted to enter the AOA.
- H. Aircraft owners, their agents, and pilots shall be responsible for the prompt removal from the airport of disabled aircraft and their parts, except for salvage and repair, unless required or directed to delay this action by a duly authorized representative of the Federal Aviation Administration (FAA), the National Transportation Safety Board (NTSB), Yavapai County, or SOCAA, pending the investigation of an aircraft accident or incident.
- I. If any person refuses or is unable to move an aircraft or associated parts within thirty (30) days as directed by the Airport General Manager, said aircraft may be towed away or otherwise removed and stored by the Airport General Manager at the owner's or operator's expense.
- J. No "in-hangar" fueling of aircraft is permitted at the Sedona Airport.

X. Aircraft Taxiing, Landing, and Taking Off

- A. Aircraft movement areas at the Sedona Airport are defined as the runway, taxiways, and other areas of the airport utilized for taxiing, takeoff, and landing of aircraft. The movement areas do not, however, include aircraft parking and loading ramps and the taxiways and taxilanes serving the general aviation hangar storage areas.
- B. In the interest of safety, all aircraft preparing to takeoff shall taxi via the parallel taxiway, Taxiway "A," to the end of the runway for takeoff. **MIDFIELD OR INTERSECTION TAKEOFFS ARE PROHIBITED.**
- C. All landing aircraft taxiing to the airport flight line shall exit the runway at the first available crossfield taxiway which is practical, in order to keep the runways clear for

approaching aircraft. Aircraft shall not make one hundred eighty degree (180°) turns on the runway unless no taxiway is available, but shall continue straight ahead until reaching the first available taxiway and shall clear the runway as soon as possible.

- D. Taxiing aircraft shall stop at the end of each taxiway, as marked by FAA standard yellow "Hold Lines," for the purpose of any powerplant run-up.
- E. Aircraft shall not be taxied under power into or out of any hangar, nor shall aircraft powerplants be started or run inside any hangar.

Exceptions to the policies and procedures governing landing and takeoff specified in this chapter shall only be made in an emergency requiring immediate action as provided in Part 91.3 of the Federal Aviation Regulations.

XI. Aircraft Traffic Patterns

- A. All aircraft arriving to or departing from the Sedona Airport shall conform to the Federal Aviation Administration (FAA) rules and guidance for operations at airports without an Air Traffic Control Tower.
- B. Except for Ultralight aircraft (see ultralight section of this manual), the traffic patterns for the Sedona Airport shall be as follows:
 - 1. Standard left-hand pattern, no low approaches, no straight-in approaches for landing on Runways 3 or 21, except for approved instrument approaches or as needed for standard safe operation of a particular aircraft (e.g.: jet aircraft may require a straight-in approach).
 - 2. Traffic pattern altitudes: Piston: 6000 ft. MSL; Turbine and High Performance: 7000 ft. MSL.
 - 3. Aircraft entering the airport traffic pattern shall be at pattern altitude at least one-half mile before entering the pattern.
 - 4. Helicopter departures from or arrivals to the Sedona Airport should follow the Airport Helicopter Operations Corridor and **shall not cross the runway**, so as to avoid the flow of fixed wing traffic (FAR 91.127). Additionally, helicopter departures and arrivals shall avoid over flight of the "overlook area" including the Mason's Lodge, the Sky Ranch Lodge and any other structure. Helicopters shall operate on or over the airfield well-clear of fixed wing aircraft, using the suggested helicopter corridor when safe to do so.

XII. Taxi Procedures

- A. No person shall taxi an aircraft until it is ascertained, by visual inspection of the area, that there will be no danger of collision with any person or object in the immediate area.

- B. No aircraft shall be operated in a careless or reckless manner or taxied except at a safe and reasonable speed.
- C. Aircraft shall not taxi on to a runway in use until the pilot has announced his intention on the UNICOM frequency, if the aircraft is radio equipped, and determined that it is safe to proceed. Each pilot shall be responsible for clearing himself visually at all times.

XIII. Landing and Takeoff Procedures

- A. Pilots are advised to check current weather conditions by listening to the Automated Weather Observation Station (AWOS) on frequency 118.525 or by calling (928)-282-1993.
- B. All pilots should use the UNICOM frequency (123.00) before taxiing to the runway and before takeoff, if radio equipped.
- C. Prior to landing, pilots must use every means available to determine the runway to use and shall announce their intentions on the UNICOM frequency (123.00), if equipped with a radio. NOTE: Runway 3 has a 1.8% upslope to the northeast.
- D. It shall be the pilot's sole responsibility to determine that there are no aircraft on final approach to landing prior to takeoff. It shall be the sole responsibility of the pilot to determine that there are no other aircraft taxiing, landing, or taking off on the runway.
- E. Aircraft equipped with a functioning two-way radio are required to contact the UNICOM frequency (123.00) and/or the Automated Weather Observation Station (AWOS) on frequency 118.525, both prior to takeoff and prior to landing to receive advisory information such as other reported aircraft activity, wind information, and airport conditions.
- F. Aircraft without a functioning two-way radio shall use the runway most favorably aligned with the wind and must circle the airport prior to entering the traffic pattern in order to determine and ascertain which is the active runway.
- G. All pilots must exercise extreme caution to avoid "cutting out" or interfering in another aircraft's traffic pattern or approach for landing. All aircraft landing lights or strobe lights should be turned on when in the traffic pattern.
- H. Aircraft equipped with a transponder are encouraged to have it "on" while in the airport traffic area.
- I. Traffic patterns at the Sedona Airport shall be flown in accordance with the Aeronautical Information Manual (AIM), Chapter 4, Section 3, Airport Operations.

- J. All pilots should avoid long "power-on" approaches at low altitudes, and turns onto final approach. Although there is not a curfew at Sedona Airport, operations between the hours of 9:00 p.m. and 7:00 a.m. are requested to be limited to the extent practical, as Sedona Airport is surrounded by noise sensitive residential areas.
- K. For safety reasons, all ultralight operations shall require approval of the Airport General Manager for each arrival or departure. At the discretion of the Airport General Manager, multiple ultralight arrival and departure operations may be approved.
1. In accordance with Federal Aviation Regulation (FAR) 103.13, ultralight operators shall maintain vigilance so as to see and avoid aircraft and shall yield the right-of-way to all aircraft.
 2. All ultralight operators arriving to or departing from the Sedona Airport shall comply with all the Federal Aviation Regulations (FAR) for ultralight operations.
- L. Local Airport Recommendations:
1. Runway 3 is considered the preferred calm wind runway.
 2. Pilots should attempt to avoid overflight of the town north of the airport when feasible.
 3. Sedona is a noise sensitive area. Use 6500 MSL minimum for sightseeing flights.
 4. Pattern altitude is 6000 ft. MSL for most single engine aircraft; 7000 ft. MSL for high performance aircraft
 5. In windy conditions use extra vigilance during take off and landing as wind currents can create challenging conditions.
 6. Touch and goes are not authorized.
 7. Be extra cautious of surrounding terrain during low visibility or low light conditions. Pilot controlled lighting for the runway is available on the Unicom frequency.
 8. High density altitudes can exist during elevated temperatures.

XIV. Sedona Airport Self-Inspection

Self-Inspections provide condition reports which advise airport management of airport conditions which may lead to corrective action or the passage of information to arriving or departing aircraft. Airport Self-Inspections include:

- A. **Responsibility:** The Airport Operations Manager or designee is responsible for maintaining an effective, daily safety and security self-inspection program for the Sedona Airport.
1. On a daily basis, Airport Operations/Maintenance personnel shall complete an airport lighting, Airport Operations Area, FOD prevention, and fence and

gate inspection. The Airport Operations Manager and the Airport General Manager will be notified of significant discrepancies which may compromise the safe operation of airport facilities.

2. The inspection of facilities on tenant leasehold areas is the responsibility of the tenant.

B. Training: The Airport Operations Manager will train personnel authorized to conduct the daily self-inspection program. The following will be required of each person before being authorized to conduct the daily self-inspections:

1. Particularly read and understand the "Self-Inspection Program" section of the Sedona Airport.
2. Previously have accompanied a currently "authorized" person on a sufficient number of inspections to become thoroughly familiar with the routines and actions to be taken.
3. Have conducted the self-inspection program in the company of the Airport Operations Manager or designee and demonstrated a clear understanding of the Self-Inspection Program.
4. Demonstrated to the Airport Operations Manager or designee that he/she is knowledgeable of the forms to be completed and the actions to be taken as a result of the self-inspection.
5. Authorized by the Airport Operations Manager or designee, to conduct the Airport Self-Inspection Program.
6. Upon satisfactory completion of this procedure, a written acknowledgement signed by the Airport Operations Manager will be issued verifying that the individual is qualified to conduct the Airport Self-Inspection Program.

C. Daily Self-Inspection Program: This will consist of a comprehensive inspection of the AOA that is conducted on a daily basis. If adverse weather phenomena should preclude the daily morning inspection, the inspection will be conducted as soon thereafter as practical. Additional inspections will be as required due to aircraft incident/accidents, natural disasters, unusual weather conditions, or upon the completion of daily construction activity. The daily inspection is to include the following areas:

1. Pavement areas, including the runway, taxiways including shoulders, aprons, and the perimeter road. Pavement condition is to be inspected for fuel spills, edge damage, ponding, sunken spots, soft shoulders, turf/weed growth, foreign object debris (FOD), excessive rubber accumulation, any holes or cracking, pavement lips exceeding three (3) inches.
2. Airport /Maintenance personnel shall document any facility discrepancies.

D. Glossary of Pavement Self-Inspection Terms:

1. **Alligator Cracking:** Interconnected cracks forming a series of small polygons which resemble alligator skin.

2. **Lip:** Separation of surface asphalt from adjoining pavement with exposed sub-pavement.
3. **Loose Gravel:** Free asphalt or aggregate particles on the pavement.
4. **Potholes:** Bowl shaped depressions of varying sizes, in the pavement, resulting from localized disintegration or failure.
5. **Rutting:** The formation of longitudinal depressions under traffic in the wheel path.
6. **Spalling:** The breaking away of pavement along cracks, joints, or edges (concrete).
7. **Transverse Crack:** A crack which follows a course approximately at right angles to the runway centerline.
8. **Washboard Surface:** Transverse undulations at regular intervals in the surface of a pavement consisting of alternative valleys and crests not more than two feet apart.

E. **NOTAMS** shall be issued regarding any condition(s) affecting the airport that warrant noticing aviators. Airport personnel authorized to issue NOTAMS include:

1. President of the Sedona-Oak Creek Airport Authority Board of Directors
2. Airport General Manager
3. Airport Operations Manager
4. Personnel as additionally designated by the General Manager

F. **Marking and Lighting**

1. During the daily self-inspection of pavement areas, check for faded or obscure surface markings, obscured lights and/or signs, and broken runway, taxiway, or obstruction lights. Surface markings include runway instrument markings, runway and taxiway center and edge lines, aircraft hold lines, and apron markings.
2. Check all runway, taxiway, threshold, approach and obstruction lights, wind sock, and the rotating beacon for proper operation. Each evening, not earlier than one-half (1/2) hour prior to sunset, where applicable, check lights for obstruction by vegetation or deposits of foreign debris. Check runway lights for operation and proper alignment.
3. List all discrepancies identified on the appropriate form(s).
4. Check the integrity of all lighting systems, condition of the electrical vault, and the emergency generator.
5. Advise the Airport Operations Manager and/or the Airport General Manager if lighting repairs require the closure of a runway or taxiway.
6. Maintain adequate supply of spare fixtures, bulbs, etc., necessary to affect lighting repairs promptly.
7. The lighted wind indicator and all other wind indicators will be inspected daily for proper condition and operation.

G. **Quarterly** inspect areas surrounding the runway for objects that might be a hazard to air navigation.

- H. Take action, as necessary, to rectify any problems and correct inoperative obstruction lights.
- I. Follow up and report on pilot reports of obstructions to aircraft operations.
- J. During the daily inspections, the Airport Operations/Maintenance personnel shall:
 - 1. Maintain a look out for wildlife which could constitute a "hazard" to aircraft operations, and report observations to the UNICOM operator without delay.
 - 2. Use appropriate action to mitigate the hazard.
 - 3. Ensure wildlife hazards are appropriately documented.

XV. Airport Condition Reporting

- A. Airport condition reporting may originate from a multitude of sources including: airport users, airport employees, and construction personnel. The Airport General Manager or designee shall be the focal point for all airport condition reporting.
- B. Notices to Airmen (NOTAMS) provide time critical aeronautical information of either a temporary nature or not sufficiently known in advance to permit publication that could affect a pilot's decision to make a flight.
- C. Notices to Airmen (NOTAMS) shall be the preferred method of disseminating airport conditions at the Sedona Airport. Telephone shall be the initial means of contact with the Flight Service Station, 877-487-6867.
- D. Airport personnel authorized to issue NOTAMS include:
 - 1. President of the Sedona-Oak Creek Airport Authority Board of Directors
 - 2. Airport General Manager
 - 3. Airport Operations Manager
 - 4. Personnel as additionally designated by the General Manager
- E. NOTAMS will be issued by the Airport General Manager or those so designated above:
 - 1. When any hazardous conditions exist that would compromise the safety of Sedona Airport operations.
 - 2. When there is construction activity adjacent to any movement area.
 - 3. When runway, taxiways, or ramps are closed for any reason.
 - 4. When any condition exists which would cause significant disruption of normal operations at the Sedona Airport, such as airfield lighting system failure or wildlife hazards.
- F. NOTAMS shall be canceled when the condition is corrected or the hazard no longer applies.

XVI. Terminal Operations

It shall be the policy of the Sedona Airport to carry out a continuing program of preventive and corrective maintenance and repairs of the terminal building in order to ensure the building remains serviceable and in good condition.

A. Interior

1. The physical maintenance of the Terminal Building shall be the responsibility of the Airport Operations Manager.
2. With the approval of the Airport General Manager, the Airport Operations Manager may contract with an outside custodial service to perform all or part of this maintenance.
 - a. Public areas within the Terminal must be inspected daily by the Airport Operations Manager or designee.
 - b. Restrooms shall be maintained in a clean and sanitary manner at all times.
3. There shall be adequate supplies of custodial and maintenance items stored in an appropriate place within the Terminal Building.
4. Heating and air conditioning equipment must be inspected regularly. When necessary, repairs shall be made in a timely manner.
5. Interior lighting shall be maintained at a sufficient level to carry out the business of the airport and its tenants.
 - a. During the hours that the Terminal Building is closed, the building will be illuminated in a manner consistent with appropriate security levels.
 - b. Non-functioning fixtures and bulbs must be repaired or replaced as soon as possible.
6. All signage within the Terminal Building is subject to prior approval by Sedona Airport Administration Board of Directors.
7. Tenant occupied space within the Terminal Building shall be subject to regular inspection by the Airport Operations Manager. In the event that a tenant occupied space is found to be unacceptable, the Airport General Manager shall be so informed.

B. Exterior

1. Landscaping of the areas immediately adjacent to the Terminal Building must be neatly maintained at all times.
 - a. Periodic inspections of the landscaped areas will be made by the Airport Operations Manager. The results of such inspections shall be reported to the Airport General Manager.
 - b. Landscaping services may be provided by outside contractors when approved by the Airport General Manager.
2. Exterior Terminal Building lighting, as well as the illumination of all areas adjacent to the Terminal Building, including the parking lot, shall be sufficient to light these areas for safety and security.
 - a. All exterior lighting will be checked regularly by the Airport Operations Manager.
 - b. The Airport Operations Manager shall be responsible for the replacement of nonfunctioning lighting fixtures or bulbs.
3. The vehicle parking area adjacent to the Terminal Building shall be maintained in a serviceable manner and shall be swept regularly.
4. Terminal Building windows shall be cleaned regularly. Repairs or replacement of broken windows or frames shall be done as expeditiously as possible.
5. Exterior signage on or near the Terminal Building will be maintained as per SOCAA Signage Policy. Additions to exterior signs are subject to the recommendation of the Airport General Manager and the approval of the Sedona Oak Creek Airport Authority Board of Directors.
6. Any area leased to an airport tenant that is adjacent to the Terminal Building shall be subject to periodic inspection by the Airport Operations Manager. Those areas found to be inconsistent with this policy will be noted, reported to the Airport General Manager, and forwarded to the Sedona Airport Administration Board of Directors with a recommendation for remedial action.
7. The roof of the Terminal Building shall be periodically inspected for structural safety and appearance. Such inspections, subject to prior approval of the Sedona Oak Creek Airport Authority Board of Directors, will be performed by a professional contractor or building inspector.
 - a. Recommendations for needed repairs to the roof will be made to the Airport Operations Manager, who will in turn, notify the Airport General

Manager who will inform the Sedona Oak Creek Airport Authority Board of Directors along with a recommended action.

- b. In the event of an emergency involving the Terminal Building roof or any other structural part of the Terminal Building, the Airport General Manager shall take whatever actions are necessary to ensure the integrity of the structure is safely maintained.
8. All Public Restroom(s) are to be inspected frequently by the Airport Operations Manager or designee.
 9. All Public Restrooms are to be maintained in a clean and sanitary manner at all times.

XVII. Use of the Airport for Commercial Activities

- A. No person shall use the airport or any portion thereof, or any of its improvements or facilities, for revenue producing commercial business or activities without authorization from the Sedona Oak Creek Airport Authority Board of Directors.
- B. Application for authorization shall be by written proposal detailing the type and scope of business or activity proposed. The application will be submitted to the Airport General Manager for scheduling and review by the appropriate committee of the Sedona Oak Creek Airport Authority Board of Directors. The committee, if it approves, will submit the application to the Sedona Oak Creek Airport Authority Board of Directors so that it can be placed on an agenda for action.
- C. Such business or commercial activities shall include, but not be limited to any business for the operation, service, or repair of aircraft; any solicitation of data or statistical information; peddling of any goods, merchandise, or food; any advertisements or promotion of goods or services; any offer to sell, rent, or lease goods or services directed to the public. An aircraft owner is permitted to advertise and sell his/her aircraft on a non-commercial basis.
- D. No commercial business shall be conducted on the airport without the operator thereof having a current lease or permit which has been approved by the Sedona Oak Creek Airport Authority Board of Directors and issued by the General Manager.
- E. Such lease or permit shall define the areas of airport land and facilities to be used by the tenant or operator.
- F. Such lease or permit shall stipulate services to be rendered and that the operator may charge reasonable fees for such services.

XVIII. Aircraft Self-Fueling

- A. This section governs aircraft self-fueling at the Sedona-Oak Creek Airport and the standards under which Self-Fueling Permits are granted upon application as provided herein.
- B. Any person authorized to perform self-fueling activities at the Airport (hereinafter referred to as the "Permittee" or a "Bona fide employee") must comply with all applicable requirements concerning such activities as set forth in these Rules and Regulations and any amendments later duly enacted.
- C. These Rules and Regulations, as modified or amended, shall be deemed to be a part of each Self-Fueling Permit unless otherwise provided in the Permit. The mere omission of any particular standard from a written permit shall not constitute a waiver or modification of such standard in the absence of clear and convincing evidence that the Airport intended to waive or modify such standard.
- D. Self-fueling shall be allowed only after the Permittee has obtained a Self-Fueling Permit.
- E. Permittee's fuel dispensing activities shall consist of and be limited to self-fueling by the Permittee or the Permittee's bona fide employee of aircraft and fueling equipment which the Permittee owns or exclusively leases for its own use of one (1) year or more. **Self-Fueling Co-Ops are prohibited.**
- F. Permittee or its bona fide employee must transport and dispense the Permittee's own products.
- G. Fueling is permitted into approved aircraft and ground service equipment only. Permittee must identify each aircraft it intends to self-fuel. Each such aircraft shall be identified on the Self-Fueling Permit. Permittee shall be entitled to add or delete aircraft that it owns or sells to the Self-Fueling Permit, but may not self-fuel any aircraft not identified on the Self-Fueling Permit. Fueling of aircraft not specifically approved and identified on the Self-Fueling Permit, non-aviation vehicles including jet skis, boats, automobiles, recreational vehicles, all-terrain vehicles, and sand rails is strictly prohibited. Commercial dispensing of fuel products is strictly prohibited. Any such fueling shall result in an immediate revocation of the Self-Fueling Permit and self-fueling privileges.
- H. The aircraft being fueled, and all equipment used to fuel said aircraft, must be owned or used under an exclusive lease agreement for not less than one year by the Permittee. Documentation to prove ownership of aircraft and self-fueling equipment, including vehicles used for product transport, will be submitted with the Self-Fueling Permit application and kept current for the duration of the Permit. Permittee shall notify the Airport, and provide updated proof of ownership documentation reflecting any changes in status of ownership of aircraft or self-fueling equipment within ten (10) business days such that the

information may be updated on the Self Fuel Permit. If as a result of the change in ownership, the Permittee no longer has any aircraft identified on the permit, then the permit will automatically terminate in ninety (90) days, unless the Permittee notifies the Airport of a replacement aircraft within in the ninety (90) days.

- I. Permittee shall have sole responsibility for maintaining fuel quality standards in all phases of fuel dispensing operations. Prior to any self-fueling operation, the fueling equipment shall be bonded by use of a cable, thus providing a conductive path to equalize the potential between fueling equipment and other fueling equipment or an aircraft.
- J. Only fuel dispensing equipment and/or fuel trucks that are specifically identified on the Self-Fueling Permit are permitted on airport property.
- K. Any fuel transfer between fuel delivery trucks or trailers into fuel tanks shall only be done during daylight hours. Only fuel dispensing equipment and/or fuel trucks that are specifically identified and approved for overnight storage on the Self-Fuel Permit may be parked overnight on the Airport. The Self-Fuel Permit shall identify the location of such parking and the fuel dispensing equipment and/or fuel trucks shall only be parked in such a location.
- L. Self-fueling equipment will operate only on the established roadways and routes on the Airport as designated by the Airport on the Self Fuel Permit. Fueling operations are restricted to specific locations as designated on the Self Fuel Permit.
- M. Permittee shall give the Airport access to Permittee's Self-Fueling equipment on the Airport for the purpose of inspecting the equipment. Fuel storage and dispensing records shall be subject to inspection by the Airport upon 24 hours notice. Such inspection may include, but not be limited to, taking meter readings, and reviewing and inspecting fuel storage records, fueling apparatus, training records, emergency equipment, and any and all material for safe fuel handling.
- N. It is the responsibility of the Permittee to ensure all equipment conforms to, and is in compliance with Federal and State Department of Transportation regulations, where applicable. The failure of any such equipment to meet any such regulation shall result in the removal of that equipment for the Self Fuel Permit approved equipment list.
- O. All self-fueling equipment with a capacity in excess of 100 gallons shall be equipped with Airport approved dispensing meters. Meters shall be calibrated and sealed in accordance with State of Arizona Requirements.

- P. Piping, hoses, pumps, tanks and equipment used in the dispensing or transfer of Class I, Class II, and Class III-A flammable and combustible liquids shall be listed or approved for the intended use. In over wing fueling operations, the dead man control device shall be located on the nozzle. Hold-open devices are prohibited for all fueling equipment.
- Q. No person will smoke within one hundred (100) feet of the aircraft during any fueling operation. Open flames within one hundred (100) feet of any fuel servicing operation or fueling equipment are prohibited.
- R. Open flames within one hundred (100) feet of any fuel servicing operation or fueling equipment are prohibited. This shall include but not be limited to the following:
 - a. Lighted cigarettes, cigars, or pipes;
 - b. Heaters;
 - c. Heat-producing, welding, cutting devices and blowtorches;
 - d. Open flame lights.
- S. There shall be at least one fire extinguisher having a minimum rating of 20-B:C accessible within 50 feet during fueling operations. Tanker trucks shall have a minimum of two fire extinguishers of a type and in a location which conform to N.F.P.A. 407 standards
- T. Positive control of fuel flow must be maintained at all times. Pouring of fuel in over wing fueling operations shall not be permitted from a container with a capacity of more than six (6) gallons.
- U. Hot fueling of helicopters, except as provided under National Fire Protection Association (N.F.P.A.) regulation, are prohibited. Aircraft shall not be fueled while any aircraft engine is running except in accordance with N.F.P.A. 407 Section 5.21.2 requirements
- V. All aviation fueling equipment with a capacity of more than six (6) gallons shall be prominently labeled in large block letters indicating the following information:
 - a. Type of fuel stored or dispensed;
 - b. "NO SMOKING";
 - c. "FLAMMABLE";
 - d. Tail numbers (N#s) of all aircraft authorized to receive fuel from said equipment as identified in the Self Fuel Permit.
- W. Fueling while passengers are on board is prohibited unless where applicable a passenger loading ramp is in place at the cabin door of the aircraft, the aircraft door is in the open position and a member of the flight crew is present at or near

the cabin door. When a medical patient is onboard, a fire truck must be standing by and positioned in such a way as to have the ability to immediately fight a fire.

- X. All fuel spills, regardless of size or location, must be reported to the Sedona-Oak Creek Airport Authority so that the spill can be dealt with in a safe and expeditious manner. Permittee must have fuel spill containment materials available prior to any fueling operation.
- Y. Applications for Self-Fueling Permits are available from the Sedona-Oak Creek Airport Authority. Applicant shall fill out the application and submit to the Sedona-Oak Creek Airport Authority General Manager.
- Z. The Airport may terminate any Self Fueling Permit for any reason where such action is necessary for public health, safety or welfare of the Airport as determined in the sole discretion of the Airport upon giving Permittee ten (10) days notice.
- AA. The Airport may immediately terminate any Self Fueling Permit for non-payment of fees or violation of any of the requirement of this self-fueling policy. Any violation of the Self Fueling Permit shall also be a breach of the Permittee's Commercial License or Lease.
- BB. The terms of the Self-Fueling Permit shall be month-to-month and subject to renewal on an annual basis.
- CC. The Airport shall assess the following fees for the Self Fueling Permit.
 - a. Permittee shall pay at the time of application and on an ongoing annual basis a permit fee of \$100.00. This fee shall be subject to revision from time to time at the discretion of the Sedona-Oak Creek Airport Authority Board of Directors.
 - b. Permittee's utilizing containers great than 100 gallons shall pay to the Airport on or before the tenth (10th) calendar day of each month a fuel flowage fee. The fuel flowage fee shall be \$0.25 a gallon of aviation fuel delivered into Permittee's aircraft on the Airport for the immediate past month. This fee is subject to revision from time to time, at the discretion of the Sedona-Oak Creek Airport Authority Board of Directors.
 - c. The fuel flowage fee shall be accompanied by a daily log listing the quantity and types by sealed meter reading of fuel dispensed into the authorized aircraft by N-number for the prior month.
- DD. Permittee shall at all times comply with the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 [CERCLA], 42 U.S.C. Sections 9601 et seq., as amended by the Superfund Amendment and Reauthorization Act [SARA]; the Solid Waste Disposal Act [SWDA], 42 U.S.C. Sections 6901 et seq., as amended by the Resource Conservation and Recovery

Act [RCRA] including Subtitle I, Underground Storage Tanks; the Toxic Substances Control Act [TSCA], 15 U.S.C. Sections 2601 et seq.; the Public Health Service Act (Title XIV) [PHSA] a.k.a. the Safe Drinking Water Act [SDWA] and SDWA Amendments of 1996, 42 U.S.C. Sections 300f et seq.; the Federal Water Pollution Control Act [FWPCA], as amended by the Clean Water Act, 33 U.S.C. Sections 1251 et seq.; the Clean Air Act, 42 U.S.C. Sections 7401 et seq.; Title 49 of the Arizona Revised Statutes, including the Arizona Environmental Quality Act, A.R.S. Sections 49-201 et seq.; the Arizona Hazardous Waste Management Act, A.R.S. Sections 49-921 et seq.; the Arizona Underground Storage Tank Regulation Act, A.R.S. Sections 491001 et seq.; the Arizona Solid Waste Management Act, A.R.S. Section 49-701 et seq.; the Occupational Safety and Health Act of 1970 as amended, 29 U.S.C. Sections 651-678 and the regulations promulgated there under and any other laws, regulations and ordinances (whether enacted by local, state or federal government) now in effect or hereafter enacted, that provide for the regulation or protection of human health or the environment, including the ambient air, ground water, surface water, and land use, including substrata soils. Any violation of any of the above shall constitute a breach of the Self-Fueling Permit.

EE. Permittee shall indemnify, defend and hold harmless, on demand, the County of Yavapai, the Sedona-Oak Creek Airport Authority its successors and assigns, its elected and appointed officials, employees, agents, boards, commissions, representatives, and attorneys, for, from and against any and all liabilities, obligations, damages, charges and expenses, penalties, suits, fines, claims, legal and investigation fees or costs, arising from or related to any claim or action for injury, liability, breach of warranty or representation, or damage to persons, the environment or premises and any and all claims or actions brought by any person, entity or governmental body, alleging or arising in connection with contamination of, or adverse effects on, human health or the environment pursuant to any Environmental Law, the common law, or other statute, ordinance, rule, regulation, judgment or order of any governmental agency or judicial entity, which are incurred or assessed as a result, whether in part or in whole, of any use of the Airport during the term of the Permit or any previous lease or uses of the Airport by Permittee or its owners or affiliated entities, agents, employees, invitees, contractors, visitors or licensees. Regardless of the date of termination of the Permit, Permittee's obligations and liabilities under this Section shall continue so long as Airport bears any liability or responsibility under the Environmental Laws arising from Permittee's use of the Airport during the term of the Permit. This indemnification of Airport by Permittee includes, without limitation, costs incurred in connection with any investigation of site conditions or any cleanup, remedial actions, removal or restoration work required or conducted by any federal, state or local governmental agency or political subdivision because of regulated substances located on the Airport or present in the soil or ground water on, or under the Airport.

FF. Without limiting the foregoing, if the release by Permittee of any regulated substance on or under the Airport results in any contamination of Airport property, Permittee shall promptly take all actions at its sole cost and expense that are necessary to mitigate any immediate threat to human health or the environment. Permittee shall then undertake any further action necessary to return the contaminated site to the condition existing prior to the introduction by Permittee of any regulated substance; provided that Airport's approval of such actions shall first be obtained. Permittee shall undertake such actions without regard to the potential legal liability of any other person; however, any remedial activities by Permittee shall not be construed to impair Permittee's rights, if any, to seek contribution or indemnity from another person.

GG. The Airport shall have the right to access, within ten (10) days of Permittee's receipt of written request, and copy any and all records, test results, studies and/or other documentation, other than trade secrets and legally privileged documents, regarding environmental conditions relating to the use, storage, or treatment of regulated substances by Permittee on or under the Airport.

HH. Permittee shall immediately notify the Airport in writing of any of the following:

- a. Any correspondence or communication from any governmental agency regarding the application of Environmental Laws to the Airport or Permittee's use of the Airport;
- b. Any change in Permittee's activities on the Airport that will change or have the potential to change Permittee's or Airport's obligations or liabilities under Environmental Laws;
- c. Any assertion of a claim or other occurrence for which Permittee may incur an obligation under this Section.

II. Any Permittee utilizing any fuel distribution system or fueling vehicle with a capacity in excess of 500 gallons shall obtain pollution, products liability, and automobile liability insurance naming the Airport as additional insured with liability limits of at least \$1,000,000. Permittee shall obtain a certificate of insurance which shall demonstrate such insurance and deliver it to the Airport prior to the issuance of any Self Fueling Permit. Such insurance certificate shall state that it may not be cancelled for any reason except upon 30 days notice to the Airport. In the event that such insurance is cancelled for any reason, the Self Fueling Permit shall be immediately revoked.

Appendix A

Hangar Inspection Checklist

Sedona Airport (KSEZ) Hangar Inspection Checklist

Hangar # _____ Date: _____ Initial Re-Inspection

SAT UNSAT

A. Combustible Material Control

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Combustibles, flammable liquids, solvents, fuels storage, quantity, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Oily rag/wipe storage. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Gas bottle storage. |

B. Ignition Sources

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Devices with ignition sources 18" above floor. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Approved, UL listed devices. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. No electrical arc hazards, etc. |

C. Fire Extinguisher

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Present, charged, appropriate type. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Sprinkler system operable and tested (if applicable). |

D. Hazardous/Potentially Hazardous Materials Controls (Groundwater Protection)

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Oil drip/catch pan(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. No solvent spills, fuel leaks, oil leaks, other, etc. |

E. Unauthorized Items/Activities

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Airplane and aviation related items present. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. No FAA unauthorized or discouraged items present. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Use of hangar appropriate. |

Additional Comments (continue on back if necessary):

- Satisfactory Overall
- Satisfactory with Owner Corrections
- Re-Inspection Recommended

Inspected by: _____

Hangar Owner:

Local Pilot Assoc./Hangar Owner Rep: _____