



**Rules & Regulations,
Minimum Standards &
Development Standards**

2022

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TITLE 1 – MINIMUM STANDARDS

CHAPTER 1.1 – APPLICATION & WAIVER

1.1.1 Application of Minimum Operating Standards

All commercial operators conducting aeronautical activities at the airport shall comply with these Minimum Operating Standards in this section and any amendments thereto. All persons and commercial operators conducting commercial aeronautical activities at the airport are encouraged to exceed these Minimum Operating Standards in conducting their activities.

1.1.2 Waiver or Modification of Standards

The Airport Manager may waive or modify any Minimum Operating Standard for the benefit of any governmental agency performing public services, in the best interest of the Airport. Such waiver or modification shall not be considered unjust discrimination among commercial operators at the airport.

1.1.3 Processing, Denial

Before authorizing or approving any commercial aeronautical activities at the airport by lease, agreement, application or otherwise, the Airport Manager shall review the proposed activity to determine its compliance with these Minimum Operating Standards. The Airport Manager may deny a proposed activity that does not meet these airport minimum standards or if denial is otherwise in the best interest of the airport.

1.1.4 Appeal Process

The applicant (a person applying to provide a commercial aeronautical activity) shall have the ability to appeal the denial of an application by the Airport Manager, subject to the following provisions:

- Providing written notice of appeal to the Public Works Director, the Public Works Director shall render its decision in writing within thirty (30) calendar days of the conclusion of the appeal period and the decision shall be final as to the denial or approval of the application.

1.1.5 Indemnification

Pursuant to ACC 12.56.070 and otherwise to the fullest extent permitted by law, any person accessing or using the airport or any of its facilities, and the person's successors, assigns and guarantors, must indemnify, defend and hold harmless the City, its agents, employees, elected and appointed officials, directors, officers, commissioners and representatives from and against all allegations, demands, proceedings, suits, actions, claims, damages, losses or expenses (including, but not limited to, claims adjustment, attorney fees and court costs), related to, arising from or out of, or resulting from:

- Any negligent or intentional actions, acts, errors, mistakes or omissions caused in whole or in part by such person, or the person's employees and agents, or;

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- The exercise of any rights or privileges under City Code, or under the Airport Minimum Operating Standards or Airport Rules and Regulations.

The indemnification within this section includes, but is not limited to: environmental claims (for property damage, cleanup, response, removal and remediation), any regulatory or administrative claims or actions stemming from any person's negligent or intentional use or misuse of airport property, and any claims brought under the Industrial Insurance/Worker's Compensation Act (RCW 51).

CHAPTER 1.2 – MONTHLY AERONAUTICAL BUSINESS PERMIT FEE

1.2.1 Transient or Mobile Commercial Operators

Transient or mobile commercial operators are operators not based at the airport with a lease or operating agreement. Transient or mobile commercial operators shall notify the Airport Manager of their commercial operation prior to performing any services at the airport.

Transient or mobile commercial operators shall pay the airport a minimum monthly fee (per the City's fee schedule) and complete the Aeronautical Business Permit (see **Appendix A**), in order to access and operate on airport property. Preventative maintenance of an aircraft by the owner or a volunteer are not subject to this minimum monthly fee requirement.

CHAPTER 1.3 – INSURANCE

1.3.1 General Insurance Requirements

Each commercial airport operator shall maintain in effect the following types and minimum amounts of insurance as applicable to the business to be conducted:

- Commercial General Liability insurance in the amount of \$1,000,000 per occurrence and/or \$2,000,000 annual aggregate. Such insurance shall contain contractual liability insurance covering applicable leases, licenses, permits, or agreements.
- If applicable, business automobile liability insurance for all owned, non-owned and hired vehicles assigned to or used in performance of commercial aeronautical activities in the amount of at least \$1,000,000 each accident. If any hazardous material, as defined by any local, state, or federal authority is the subject, or transported, in the performance of this contract, the policy must be endorsed with the Insurance Services Office form CA9948 or the equivalent.

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- Special Causes of Loss Property Form covering all improvements and fixtures on the commercial airport operator's premises in an amount not less than the full replacement cost thereof, to the extent of the commercial airport operator's insurable interest in the premises.
- Worker's compensation insurance as required by law and employers liability insurance in the amount of \$1,000,000 per accident, \$1,000,000 disease per person, \$1,000,000 disease policy limit.
- Aircraft liability insurance in the amount of at least \$1,000,000 per occurrence single limit Bodily Injury and Property Damage Liability including passengers.
- If applicable, Hangar Keeper's liability insurance in the amount of at least \$1,000,000 per occurrence, or more as values require.
- Products-completed operations liability insurance in the amount of at least \$1,000,000 per occurrence.
- If applicable, Lessee shall maintain Environmental Impairment Liability coverage for any underground, aboveground, or mobile fuel storage with a storage capacity of greater than 500 gallons, constructed or maintained by Lessee in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate. The policy shall cover on-site and off-site third-party bodily injury and property damage including expenses for defense, corrective action for storage tank releases and tank clean-up for storage tank releases.
- All insurance policies cited herein shall contain a waiver of subrogation rights endorsement with respect to the City.

1.3.2 Acceptance by City

All insurance shall be in a form and from an insurance company with a Best's financial rating of at least A-(VII). All liability policies, except worker's compensation policy, shall name the City and its elected or appointed officials, officers, representatives, directors, commissioners, agents, and employees as "Additional Insured," and the commercial airport operator shall furnish certificate of insurances evidencing the required coverage cited herein prior to engaging in any commercial aeronautical activities. Such certificates shall provide for unequivocal thirty (30) day notice of cancellation or material change of any policy limits or conditions.

CHAPTER 1.4 – GENERAL OPERATIONAL REQUIREMENTS

1.4.1 General Provisions

When conducting activities at the airport, commercial operators shall abide by Auburn City Code, these Airport Rules and Regulations, Minimum Standards and Development Standards and any other authorities established by the City for safe, orderly, and efficient airport operation.

1.4.2 Right-of-Entry Reserved

The City reserves the right to enter a commercial operator's leased airport premises for any lawful purpose and at all reasonable times, provided that the entry does not unreasonably interfere with the commercial operator's lawful use of the premises.

1.4.3 Rates and Charges

Each commercial operator may determine rates and charges for its activities and services, provided that the operator reasonably and fairly applies such rates and charges to all of the operator's customers.

1.4.4 Personnel, Subtenants & Users; Control & Demeanor

Each commercial operator shall employ a sufficient number of trained, on-duty personnel to provide for the efficient, safe, orderly, and proper compliance with its obligations under these Minimum Operating Standards or any lease, license, permit, or agreement.

Each commercial operator shall control the conduct and demeanor of its personnel, subtenants, licensees, and customers to ensure compliance with these Minimum Operating Standards and any other applicable obligation. Upon objection by the City concerning the conduct or demeanor of any such person, the commercial operator shall immediately take all lawful steps necessary to address the objection.

Each commercial operator shall conduct its operations in a safe, orderly, efficient, and proper manner so as not to unreasonably disturb, endanger, or be offensive to others.

1.4.5 Fire Equipment

Each commercial operator shall comply with ACC 12.56.440 in all operations at the airport, and shall supply and maintain adequate and accessible fire extinguishers and equipment as required by law and/or by the Valley Regional Fire Authority (VRFA).

CHAPTER 1.5 – FIXED BASE OPERATORS (FBO)

1.5.1 FBO Basic Requirements

A fixed base operator (FBO) means a person or entity engaged in one or more of the following commercial aeronautical activities on airport property:

- Aircraft fueling and lubrication;
- Aircraft line services;
- Major aircraft maintenance and repair services;
- Aircraft storage, parking, and tiedown;
- Retail sale of aircraft parts and accessories; and
- Flight training, aircraft rentals, and sales.

An FBO shall comply with these Minimum Operating Standards, and may engage in any general aviation specialty service activity upon meeting all standards identified for that specific activity.

Any airport lease, agreement, or Aeronautical Business Permit (see **Appendix A**) to conduct any of the above activities shall be conditioned upon the FBO providing sufficient area to accommodate transient aircraft operation, towing of aircraft to/from storage hangars, and staging of based aircraft.

1.5.2 FBO Availability

Unless otherwise agreed to in writing by the Airport Manager, an FBO shall provide aircraft fueling seven (7) days per week during normal business hours with availability of after-hours fuel requests.

If an FBO provides for aircraft maintenance and repair service, the FBO shall keep its operation open for the service at least five (5) days per week during normal business hours.

The FBO shall also be on-call twenty-four (24) hours per day for customer service requests.

1.5.3 Fueling

At all times during its operations, an FBO shall comply with the following (as now enacted or hereafter amended):

- (1) National Fire Protection Association (NFPA) codes and the International Fire Code (IFC);
- (2) FAA Advisory Circular 150/5230-4C;
- (3) All other applicable laws related to aircraft fuel handling, dispensing and storage.

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An FBO shall construct (or install) and maintain at the airport an above or below ground fuel storage facility in a location approved by the Airport Manager. The construction, installation, or modification of any such fuel storage or distribution facility requires the written consent of the City and compliance with all City safety standards. The City or VRFA may inspect such facilities periodically to ensure compliance with all standards.

An FBO shall provide fuel dispensing equipment sufficient to serve the needs of the aircraft normally frequenting the airport.

1.5.4 Aircraft Maintenance & Repair Services

An FBO that provides aircraft maintenance and repair services at the airport shall:

- Lease sufficient land to accommodate the proposed operations;
- Provide office space, hangar facilities, on its premises;
- Provide sufficient shop space, equipment, supplies; and
- Employ at least one person who is currently certified by the FAA with ratings appropriate to the work being performed.

For purposes of this standard, “aircraft maintenance and repair services” means one or more of the following services provided to airport users: airframe, engine or accessory overhaul; repair services on aircraft, including aircraft and helicopters; sales of aircraft parts and accessories, radios, avionics, instruments, propellers, upholstery, and painting.

1.5.5 Flight Training Services

An FBO that provides flight training services at the airport shall:

- Lease an aircraft storage hangar or tiedown, or pay a monthly aeronautical business fee, per the City’s fee schedule;
- Provide adequate classroom facilities for the amount and type of training involved;
- Employ at least one instructor who is certified by the FAA to provide the type of training offered; and
- Maintain the minimum amounts of insurance specified in these standards by the City for any of its activities at the airport.

For purposes of this standard, “flight training services” means instructing pilots in dual and solo flight training using fixed-wing and/or rotary-wing aircraft, and providing related ground school instruction as is

necessary to take a written examination and flight check ride for the categories of pilot's licenses and ratings involved.

1.5.6 Aircraft Charter Services/Aircraft Management Services

An FBO that provides aircraft charter services or aircraft management services at the airport shall have flight crews properly rated for any aircraft operated and shall maintain the minimum amounts of insurance required by these standards for any of its activities at the airport.

For purposes of this standard, "aircraft charter services and aircraft management services" means the business of providing air transportation of persons or property to the public for hire.

1.5.7 Specialized Commercial Flying Services

An FBO providing specialized commercial flying services at the airport shall:

- Lease sufficient aircraft parking space and office space to support its operations and services;
- Employ at least one person who holds current commercial pilot and medical certificates with appropriate ratings for the aircraft to be flown; and
- Maintain the minimum amounts of insurance required by these standards for any of its activities at the airport.

For purposes of this standard, "specialized commercial flying services" means air transportation for hire for any of the following purposes: nonstop sightseeing flights that begin and end at the airport, aerial photography or survey, powerline or pipeline patrol, firefighting or fire patrol, airborne mineral exploration, or any other operations not specifically included in 14 C.F.R. Part 135.

1.5.8 Mobile Aircraft Washing Services

An FBO that provides mobile aircraft washing services at the airport shall restrict these services to designated wash rack/pad areas and/or other areas approved by the Airport Manager. The FBO shall perform these services in accordance with the Airport Rules and Regulations, and shall pay fees as required by lease or a monthly aeronautical business fee, per the City's fee schedule.

For purposes of this standard, "mobile aircraft washing services" means providing commercial aircraft cleaning, detailing and/or washing services to the public or to individual businesses.

Mobile businesses operating on the airport shall be clearly identified with business name on their equipment.

1.5.9 Mobile Aircraft Maintenance & Repair Services

An FBO that provides mobile aircraft maintenance and repair services at the airport:

- (1) shall employ at least one person currently certified by the FAA with ratings appropriate to perform such services;
- (2) shall not conduct major aircraft alterations or repairs or business activities at any time inside hangars or other structures not designed for such activities. The approval of a hangar or other structure for such activities shall be determined by specific lease provisions and/or City building and fire codes;
- (3) shall dispose of their own waste and hazardous waste, including used aircraft oil at own expense and shall not be disposed of in other airport receptacles;
- (4) shall maintain the minimum amounts of insurance specified by these standards for any of its activities at the airport;
- (5) shall pay fees required by lease or a monthly aeronautical business fee, per the City's fee schedule; and
- (6) shall be clearly identified with business name on their equipment.

For purposes of this standard, "mobile aircraft maintenance and repair services" means providing airframe, engine or accessory overhaul, or aircraft repair services at an aircraft's based location or within a designated aircraft maintenance area at the airport.

TITLE 2 – RULES AND REGULATIONS

CHAPTER 2.1 – GENERAL USE OF AIRPORT

2.1.1 Purpose of Rules and Regulations

These rules and regulations and any amendments thereto (hereinafter referred to as “regulations”) are adopted pursuant to Auburn City Code (ACC) 12.56. They are intended for the safe, orderly, and efficient operation of the airport, and they apply to all persons using the airport for any reason.

In addition to any other stated penalties, anyone who violates or fails to comply with any provisions of these regulations shall upon conviction be punished as provided in ACC 12.56.470 and/or ACC 1.25.050. A violation of any regulations set forth in this title shall be deemed sufficient cause for the Airport Manager to deny or prohibit the responsible person or firm’s access to or use of the airport in accordance with ACC 12.56.

2.1.2 Conflicting Laws, Ordinances, Regulations, and Contracts

Any conflicting provisions in these regulations or between these regulations and any other zoning, building, fire, safety, health or other ordinance, code, rule, or regulation, shall be resolved by enforcing the provision establishing the higher standard for the promotion and protection of the health and safety of the people.

In cases where two (2) or more provisions of these regulations are in conflict, the most stringent or restrictive provision shall prevail.

These regulations are not intended 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.

No existing or future City contract, lease agreement or other contractual arrangement, nor any payment or performance there under, 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.

Compliance with these regulations does not excuse failure to comply with any other law.

2.1.3 Responsible Party

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

2.1.4 Closing of Airport

The Airport Manager or designee shall have the authority to close all or any portion of the airport if weather, air traffic or any other condition renders continued airport operations unsafe.

2.1.5 Aircraft Parking and Tie-downs

No person shall park, leave parked, or allow to remain stationary any aircraft at the airport except within an aircraft parking and storage area.

No aircraft shall be left unattended outside of designated parking areas.

Any person who parks an aircraft in an aircraft parking and storage area shall remit to the City all applicable parking fees until such time as the person applies for and obtains an approved aircraft storage permit/agreement.

If any aircraft is parked in violation of this section, or in the determination of the Airport Manager presents an operational or safety concern in any area of the airport, the Airport Manager may cause the aircraft to be moved at its owner's/operator's expense. The City shall not be liable for any damages which may result from the relocation of the aircraft.

In addition to the authorities provided in RCW 14.08.122, the Airport Manager may immobilize and move an aircraft by suitable means under any of the following circumstances:

- Failure to apply for and obtain an approved aircraft storage permit/agreement.
- Upon revocation of an aircraft storage permit/agreement pursuant to City Code, and until such time as the aircraft owner/operator remits all fees and charges due the City.
- If the Airport Manager determines that the aircraft presents an operational safety concern in any area of the airport, or otherwise constitutes a danger to the health, safety, or welfare of any individual or the public in general. The Airport Manager's authority under this section shall continue until the aircraft no longer presents such health, safety or welfare concerns.

2.1.6 Aircraft Hangars

Aircraft storage hangars shall only be used for aeronautical uses per FAA policy (81 FR 38906-01).

Aeronautical uses means:

- the storage of an active aircraft;
- the final assembly of aircraft under construction;
- the noncommercial construction of an amateur-built or kit-built aircraft; or
- the maintenance, repair, and/or refurbishment of an aircraft.

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Aeronautical uses shall not include the indefinite storage of a nonoperational aircraft or aircraft handling equipment, such as tow bars, glider tow equipment, workbenches, and/or other tools or materials used in aircraft servicing, maintenance, repair, or outfitting.

- Except for the purposes of immediate and temporary staging and fueling, hangared aircraft shall be parked completely within an aircraft parking space so that adjacent aircraft parking and storage areas or taxilanes are not obstructed.

Use of aircraft storage hangars shall be subject to the following restrictions:

- Major based aircraft alterations and repairs may be performed in hangars with prior written approval of the Airport Manager, City Building Official, and VRFA, unless otherwise approved by a lease with the City.
- Oxygen or any combustible compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed for the cylinder(s) or tank(s), in accordance to applicable IFC and NFPA codes. Compressed gas cylinders or tanks must have pressure relief devices installed and maintained. Cylinders or tanks not in use shall have a transportation safety cap installed.

Aircraft hangars shall be subject to annual and periodic inspections by the Airport Manager and VRFA to ensure compliance with all laws, ordinances and these regulations.

2.1.7 Unattended Aircraft – Securing Required

No aircraft shall be left unattended unless it is properly parked with its cabin access locked and its flight controls/wheels secured. The Airport Manager may secure an unsecured and unattended aircraft at the owner's expense and without liability for damage that may occur from such securing.

2.1.8 Aircraft Washing

All aircraft washing shall be conducted in accordance with posted rules, with biodegradable soap, and without the use of solvents or degreasers at approved wash racks or pads.

2.1.9 Smoking Areas

No smoking shall be permitted within fifty (50) feet of an aircraft, fuel truck, and/or fuel storage area.

2.1.10 Lost and Found

Any person finding lost articles on airport property shall turn the items in to the airport office for processing pursuant to RCW 63.21.060.

2.1.11 Maintenance of Premises

All persons using the airport shall maintain the premises in a condition of repair, cleanliness, and general maintenance as determined by the Airport Manager. All persons having possession, control, or use of any portions of the airport shall at all times maintain such portions in clean, serviceable, safe, and operable condition and repair.

2.1.12 Floor and Apron Care

All airport tenants shall keep hangar and tie-down floors clean and clear of fuel, oil, grease, and other similar materials to prevent stormwater contamination.

2.1.13 Waste Containers and Disposal

All airport tenants, users, or visitors shall dispose of all waste in the appropriate waste containers.

Airport provided waste and recycle containers shall not be used to dump any construction material and hazardous waste. Airport users and tenants shall not deposit outside waste originating off airport property anywhere at the airport.

Private hangars and Condo Associations are to arrange through the City for their own waste and recycle containers, which shall be contained within their leased area.

2.1.14 Stormwater

All catch basins and ditches located on airport property drain to the airport's stormwater detention system and, ultimately, to state waters. Discharges to the stormwater system of any fluid other than natural precipitation are prohibited and may be subject to illicit discharge regulations fees and charges.

2.1.15 Storage

No person shall store or stock materials or equipment in an unkept manner or in a manner that constitutes a hazard to life or property. All hazardous materials shall be securely stored to prevent unauthorized access or spills.

2.1.16 Storage, Transfer, and Cleanup Charges

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

2.1.17 Model Aircraft, Drones, Kites, Fireworks, etc.

No person shall fly or release a model aircraft, drone, rocket, kite, firework, balloon, parachute, or similar object, within one (1) mile of the airport unless given advance written authorization by the Airport Manager.

- No person may propel, operate, launch, or discharge any object upon airport property, over its boundaries, into aircraft approach zones, or into the path of aircraft without the prior written consent of the Airport Manager. Unmanned Aircraft Systems (UAS) or drones shall not be operated in any of the above-mentioned areas without written approval of the Airport Manager.

2.1.18 Advertisements

Unless permitted in writing by the Airport Manager, no person may use airport property to post, distribute, or display any advertising in signs, advertisements, circulars, or other printed or written materials.

2.1.19 Animals

Service animals and dog guides at the airport are subject to City policy 400-08 (contact the Airport Office to obtain a copy of the policy).

Otherwise, animals at the airport must be restrained by a leash (no longer than 8 feet) or properly confined. No person in charge of an animal shall permit it to wander unrestrained on airport property. Animals are strictly prohibited on the airport's runway, primary taxiways, and infield areas.

Airport personnel may report to appropriate authorities any animals found confined in a vehicle or aircraft that appear under distress.

Persons having control of an animal on airport property shall remove the animal's waste in accordance with ACC 6.02.132.

2.1.20 Firearms, Explosives, etc.

All illegal firearms, weapons, and explosives are prohibited on airport property.

2.1.21 Property Damage, Injurious, or Detrimental Activities

No person or activity shall in any way destroy, deface, injure, or disturb airport property. Any person responsible for such activity shall be required to reimburse the City for the full cost of any repairs or damages. Any person failing to comply with this section shall be in violation of these regulations and may be refused the use of any airport facility until the City has been fully reimbursed for damage done.

2.1.22 Alteration of Airport Property; Construction on airport property

No person shall alter any airport signs, buildings, aircraft parking and storage areas, leased areas, or other airport property, nor erect any signs, buildings, or other structures without prior written permission of the Airport Manager.

Any construction on airport property must be approved in writing by the Airport Manager, and must comply with all building codes and permit procedures required to complete the work. Upon completion, the Airport user or tenant shall deliver to the Airport Manager as-built plans upon completion for the construction project.

2.1.23 Abandoned Property & Derelict Aircraft

No person shall abandon any property on airport property or in any airport building. Abandoned property (including tenant property abandoned after lease expiration or termination) shall be disposed of as provided by law.

Derelict aircraft at the airport are subject to ACC 12.56.385.

CHAPTER 2.2 – AIRCRAFT RULES

2.2.1 Landing and Takeoff of Aircraft, Weight Restrictions

Intersection takeoffs are prohibited, except for helicopters.

Aircraft operators must avoid excessive runway delays when two or more aircraft are present in the pattern.

Runway 34 is the preferred calm-wind runway.

- Use of airport runways, taxiways and ramp areas is restricted to aircraft with a maximum gross weight of 12,500 pounds.

2.2.2 Traffic Patterns and Noise Abatement Procedures

Runway 16 is a non-standard right hand traffic pattern.

Aircraft operators arriving or departing from the airport or remaining in the airport's traffic pattern shall avoid flight over noise sensitive areas whenever possible, consistent with safety.

RULES AND REGULATIONS

Aircraft departing south under visual flight rules (VFR) on Runway 16 shall, after reaching a safe minimum altitude, turn right to a heading of two-hundred ten degrees (210°) to avoid the MultiCare Auburn Medical Center.

Aircraft entering the pattern from the east are expected to overfly the airport east to west at 1,500 feet (AGL) and maneuver for a 45 to enter the downwind midfield.

Reporting points for the 45 degree leg of the pattern include the Auburn Cemetery for Runway 16 and the twin water towers for Runway 34.

Numerous noise sensitive areas east and southeast of the airport are heavily populated with commercial and residential uses including schools. Noise abatement procedures require flying 1,000 feet (AGL) or above unless operating in the traffic pattern. Over flight of Emerald Downs and their stables is prohibited.

2.2.3 Traffic Pattern Altitudes

The airport elevation is 63 feet Mean Sea Level (MSL). Traffic pattern altitudes Above Ground Level (AGL) for all traffic operations at the airport are as follows:

- Helicopters, five hundred (500) feet (AGL), 563 feet (MSL).
- Propeller (piston), one-thousand (1,000) feet (AGL), 1,063 feet (MSL).
- Turbine-powered, one-thousand five-hundred (1,500) feet (AGL), 1,563 feet (MSL).

2.2.4 Qualifications to Operate Aircraft

Aircraft operators utilizing the airport shall be under the instruction of an appropriately trained and rated aircraft operator or have appropriate ratings for any aircraft that they operate.

2.2.5 Disabled Aircraft

Aircraft owners and pilots shall be responsible to promptly remove disabled aircraft or aircraft parts unless directed otherwise by the Airport Manager, the NTSB, or the FAA. Failure to comply may result in the Airport Manager directing the aircraft/parts removal at the owner's expense. The City shall not be responsible for any damage resulting from the removal.

2.2.6 Motorless Aircraft (Gliders & Ultralights)

No motorless aircraft may land or take off at the airport without prior written permission of the Airport Manager.

2.2.7 Running of Aircraft Engines

At no time shall aircraft engine(s) be operated in a hangar.

All fixed wing aircraft preflight engine run-ups shall be conducted in the appropriate run-up areas located at Taxiway Alpha 1 (A1), Alpha 2 (A2), Alpha 4 (A4), and Alpha 5 (A5).

2.2.8 Exhaust and Propeller/Rotor Blast; Rotorcraft Operation

No aircraft shall be operated where the exhaust or propeller/rotor blast may injure persons, damage property, or spread debris.

All rotorcraft arriving or departing via the East side of the airport will air taxi within the lateral confines of the runway and taxiway alpha unless deviations are necessary for training purposes or taxiing aircraft.

All Rotorcraft practicing hovering will use delineated areas on the west side of the runway to provide adequate spacing and avoidance of landing and departing traffic. Deviations are acceptable when necessary for training purposes.

When on airport property, all aircraft shall avoid over flying buildings and other aircraft.

2.2.9 Taxiing of Aircraft

Aircraft on the taxiway shall have the right of way over: (1) aircraft entering the taxiway from the east ramp areas; and (2) hovering rotorcraft.

Helicopters may use Taxiway Alpha for hover, approaches, and takeoffs.

2.2.10 Aircraft Accident or Incident Reports as Defined in NTSB 830.

Any persons involved in an aircraft accident or incident at the airport or elsewhere within the City, or an accident or incident with an aircraft that departed from or was enroute to the airport, shall report it to the Airport Manager.

Time of report: the report required by this section shall be made as soon as possible after the accident or incident, but in no event later than the sooner of the FAA/NTSB required reporting time or forty-eight (48) hours after the accident or incident.

Content of report: at a minimum, the report required by this section shall include the information required by 49 C.F.R. §830.6.

When a written report of an accident or incident is otherwise required by federal or state law, regulation, or agency, a copy of such report shall also be submitted to the Airport Manager.

CHAPTER 2.3 – VEHICLES, PEDESTRIANS, ETC.

2.3.1 General Requirements

Persons operating vehicles on airport property shall comply with these regulations and all federal, state, and local law, including ACC 12.56.450.

The public shall access all airport facilities and businesses from the landside public parking areas.

All vehicles shall yield to aircraft.

Vehicles entering or exiting an airport access gate shall ensure that the gate is completely closed prior to leaving the gate to prevent unauthorized access into airport property. This rule prevents individual(s) from entering airport property by “piggybacking” from an authorized user’s gate activity.

2.3.2 Licensing, Registration, and Insurance

No person shall operate a vehicle of any kind on airport property without a current motor vehicle operator’s license.

All vehicle operators shall maintain vehicle liability insurance required by state law.

2.3.3 Control of Vehicles

The Airport Manager has power to regulate or prohibit any class or type of vehicle or other form of transport that operates in the airside area.

2.3.4 Speed Limits (ACC 12.56.450)

Generally: All vehicles shall be operated in strict compliance with all posted speed limits at the airport.

Speed limit in airside area: No person may operate a vehicle in the airside area at a speed greater than reasonable and prudent to ensure safe operation under existing conditions. Unless posted otherwise, the maximum speed limit for vehicles in the airside area is ten (10) miles per hour.

2.3.5 Vehicle Operations (ACC 12.56.450)

No vehicle shall be operated on an airport runway unless authorized by the Airport Manager.

Any vehicle authorized to operate on an airport runway shall activate a rotating or steady yellow or orange beacon, or attach an aviation 3’x 3’ flag that complies with FAA Advisory Circular 150/5210-5D, as amended. Exceptions to this rule must be authorized by the Airport Manager.

In addition to any accident reporting requirements in RCW 46.52 or other law, the driver of any motor vehicle involved in an accident on airport property shall also report it to the Airport Manager.

Vehicles shall only be parked in a manner and in areas so designated for such purpose. Aircraft owners who lease storage hangar space from the City may park vehicles within their leased area as to not obstruct the taxiway object free area or another's hangar access.

Illegally parked vehicles may be issued parking violation citations, moved to designated parking areas, impounded, or any combination of the above three provisions. A charge for towing may be levied by a tow company, and the airport shall not assume any liability for damage while moving such vehicle.

2.3.6 Careless Operation, Driving while Intoxicated, etc.

No vehicle shall be operated at the airport or upon any area thereof:

- In a careless, negligent, or reckless manner;
- In disregard of the rights and safety of others;
- While the driver would be prohibited by law from operating an automobile upon the public streets of the City due to drug or alcohol impairment or influence; and
- Without functioning headlights, taillights, turn signals, and/or brake lights during hours of darkness or during inclement weather, or when otherwise required for safe and lawful vehicle operation.

2.3.7 Scooters and Miscellaneous Vehicles

No person shall use at the airport any go-cart, moped, skateboard, rollerblade(s), all-terrain vehicle, or other vehicle not legally licensed or otherwise permitted by state law for operation on a public street or highway.

2.3.8 Motor Homes, Boats, Trailers and Recreational Vehicles

Motor homes, boats, trailers, and recreational vehicles shall not be stored outside on airport property unless given the consent of the Airport Manager.

2.3.9 Authority to Remove Vehicles

The Airport Manager may remove from any area of the airport any vehicle which is disabled, abandoned, parked in violation of airport regulations, or immediately presents an operational problem to any area of the airport, at the operator's expense and without liability for damage, which may result during such movement.

2.3.10 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, security, or safety concern as determined by the Airport Manager.

2.3.11 Airport Security

No person(s) other than a tenant, or a person escorted by a tenant or airport personnel shall enter airport property without the Airport Manager's permission.

The owner/operator of an aircraft or any facility located within the airport shall at all times maintain security and safety awareness and report any suspected or suspicious activity or persons to the Airport Manager or 911, as appropriate.

CHAPTER 2.4 – FIRE REGULATIONS, FUELING, FLAMMABLE FLUIDS, AND SAFETY

2.4.1 Fire Regulations

Airport users shall comply with these regulations and all other applicable fire regulations, to include the following as now enacted or hereafter amended: ACC 12.56.440, the IFC the NFPA standards, FAA Advisory Circular 150/5230-4.

2.4.2 Storage of Aircraft Fuel Trucks, Trailers & other Aircraft Refueling Devices

Aircraft refueling vehicles or other moveable aircraft, fuel containers and refueling devices shall be stored outside and not less than fifty (50) feet from a building or such other distance as shall be approved by the Airport Manager, and the VRFA.

Aircraft refueling vehicles shall be parked in a manner that provides a minimum of ten (10) feet of separation between said vehicles and any other vehicle or aircraft refueling device.

Aircraft refueling vehicles, aircraft fuel containers, and other aircraft refueling devices, may only be kept or stored in airport buildings used exclusively for those purposes. This section does not apply to vehicle fuel cans with a five (5) or fewer gallon capacity, provided that no more than one (1) such can may be located within a single vehicle, and not more than two (2) such cans may be located in any hangar.

2.4.3 Aircraft Fueling Locations

All aircraft fueling/de-fueling shall be performed outdoors. Aircraft being fueled/de-fueled shall be positioned so that aircraft fuel system vents or fuel tank openings are not closer than fifty (50) feet from any building or hangar unless otherwise approved by the Airport Manager and VRFA.

All fueling operations must have a Hazardous Spill Responder Kit readily available.

2.4.4 Open Flame

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

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

2.4.5 Environmental Spills and Removal

Persons fueling aircraft and the fueled aircraft owner are jointly responsible for cleaning and removing any gasoline, oil, grease, or other potentially hazardous material spilled, dripped or otherwise deposited on airport property during the fueling process, and for any contamination or other damage resulting from such spillage. A reportable spill as defined by IFC “2006.11.5 Notification of the fire department” is:

- Any dimension of the spill is greater than 10 feet;
- The spill is greater than 50 square feet; or
- The fuel flow is continuous in nature.

Failure of a responsible party to comply and to restore a spill area to its original safe and environmentally-sound status, the City, or approved contractor, may undertake any necessary clean-up and may charge the responsible person(s) for any cleanup cost, which may include the cost of any required environmental remediation, or any resulting expenses, fines, or damages imposed on the City.

Fuel from sump checks performed during preflight checks must be collected in a suitable container.

2.4.6 Fire Extinguishers

All tenants and businesses occupying space at the airport shall supply and maintain an adequate number of readily accessible fire extinguishers in their hangar or building as required by ACC 15.36A. Each fire extinguisher shall carry a suitable tag showing the date of most recent inspection.

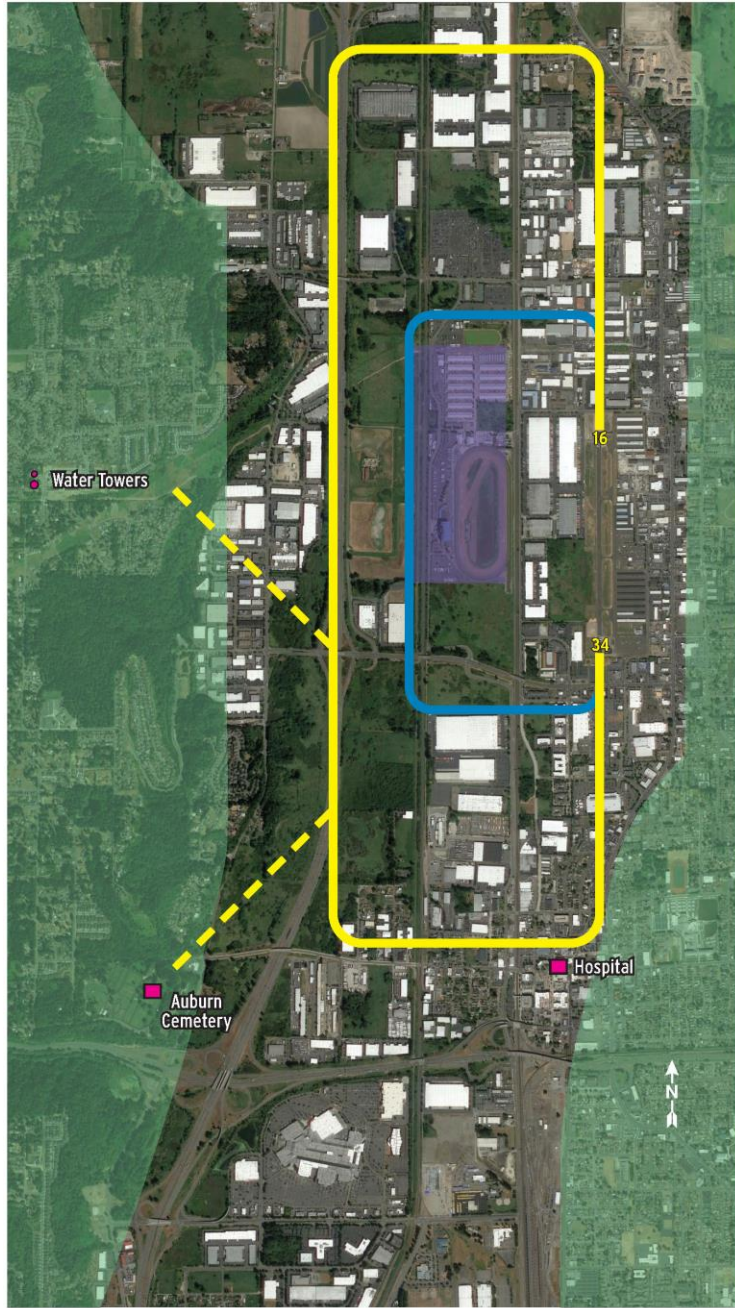
At least two (2) fire extinguishers, each having a rating of at least 20-BC, shall be available for use in connection with aircraft fueling or handling operations.

2.4.7 Self-fueling Operations (mogas, avgas, auto)

Except as otherwise prohibited by these regulations or any other applicable law, based aircraft owners that desire to self-fuel their aircraft must receive written permission from the Airport Manager. This does not apply to the use of a self-service fuel facility provided by a fixed base operator.

- Self-fueling must be conducted outside of hangars;
- Operators that self-fuel shall have readily available fire extinguishers; and
- Self-fueling pilots will have a hazardous waste spill kit.

RULES AND REGULATIONS



- Noise sensitive areas run south to north on both the east and west side of the Airport
- Fixed wing fly a west side pattern 1,000' AGL over the Valley freeway
- Rotorcraft fly a west side pattern 500' AGL over RR tracks
- Over flight of Emerald Downs and stables is prohibited



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TITLE 3 – DEVELOPMENT STANDARDS

CHAPTER 3.1 – POLICY AND INTENT OF THESE DEVELOPMENT STANDARDS

The City of Auburn (“City”), as the airport sponsor of Auburn Municipal Airport (“Airport”), adopts these Development Standards to establish development requirements that must be met by all persons or entities planning to construct or improve airport buildings and facilities. These Development Standards apply to proposed new construction and to proposed alterations or improvements to existing buildings and facilities.

The City reserves the right to revise or amend these Development Standards from time-to-time and to grant deviations from specific standards and requirements when required under unique circumstances, as solely determined by the City.

These Development Standards do not supersede any requirements in any applicable law or regulation, any provisions within Federal or State regulations, City Code, or any provisions in the Airport’s Minimum Standards.

CHAPTER 3.2 – GENERAL PROVISIONS

The development of buildings and facilities at the airport is subject to these Development Standards and to any other applicable requirements including, but not limited to the Auburn City Code and FAA Airport Design Standards. All development shall be consistent with the City’s approved Airport Layout Plan (ALP) and Airport Master Plan.

CHAPTER 3.3 – PAVED AREAS

3.3.1 Aircraft Parking & Storage

Airport tenants seeking to construct aprons and/or taxilanes at the airport must acquire all required permits and have the project reviewed and approved by the Airport Manager prior to construction.

Any ground space lying between a hangar under construction and adjacent taxiways/taxilanes must be paved.

Paved areas must be constructed to ensure that they do not create ponding or allow hangar flooding to occur. Pavement construction and materials must be approved by the Airport Manager and must support a 12,500 lb single-wheel airplane configuration.

Aircraft parking setback lines for leased areas may be required and will be determined by the Airport Manager.

3.3.2 Taxiways and Taxilanes

Developers of all taxiways and taxilanes shall mark them with a minimum of a centerline stripe in yellow paint that meets FAA design standards. Taxiway and taxilane construction will meet the FAA design standards for width and object free areas.

CHAPTER 3.4 – HANGARS, BUILDINGS, & STRUCTURES

3.4.1 Location, Setbacks, and Heights of Hangar, Building or Structure Development Projects

The location of the hangar, building, or structure shall be consistent with the currently approved ALP.

The location of the hangar, building or structure shall not penetrate any protected surfaces or safety areas, including taxilane/taxiway object free areas.

No hangar, building, or structure shall be constructed at a height that penetrates the 14.C.F.R. Part 77 surfaces or TERPs surfaces.

Windows and large areas of glass shall be oriented and/or treated to avoid reflections that could distract pilots landing and/or taking off.

3.4.2 Utilities

Hangars are required to connect to electrical service at the developer's expense.

Tenants using hangars for commercial activities shall connect to municipal water and sewer services at the tenant's expense.

Utilities (including electrical and telephone) shall be underground in areas of aircraft movements. New aerial utilities are generally not allowed per Auburn City Code 13.32A. Should new utilities fall within the exemptions allowed, poles shall not penetrate any FAR Part 77 surfaces.

Utility usage and fees (including stormwater, waste disposal) are the responsibility of the tenant unless otherwise addressed in their lease.

Prior to excavation for utility installation, developers shall obtain all applicable permits.

3.4.3 Wash Racks

Developers of wash racks shall obtain all required permits and written approval from the Airport Manager before construction. Constructed wash racks must meet all ACC requirements, and shall be equipped with oil and water separators and an oil catch basin to prevent oil from being discharged into the City sewer systems. New wash racks will require a modification to the Airport's Industrial permit.

3.4.4 Access

The airport is fenced with controlled access gates. For commercial hangars or businesses, public access to buildings shall be from the outside of the AOA or perimeter fence.

3.4.5 Security Fencing & Gates

Developers installing any new or replaced fencing at the airport must choose fencing that matches existing airport fencing. All newly installed gates must utilize card readers that are compatible with the existing airport access control gate system. The cost to relocate or replace fencing or gate(s) and their access control system is the responsibility of the developer.

3.4.6 Materials & Finishes

Persons undertaking new permanent hangar, building, or structure construction shall utilize materials and finishes that maintain their appearance for the life of the building.

Approved hangar and hangar-type buildings projects shall be constructed of steel, aluminum, concrete, or masonry.

Airport facilities maintenance and equipment storage structures or other structures with similar uses may involve Timber Frame, Pole Buildings, or Stick-Built construction, but only if approved by the Airport Manager. If approved, additional fire protection may be required.

Exterior colors and textures of development projects shall be consistent with other airport buildings and structures. All materials and finishes shall be reviewed and approved by the Airport Manager prior to construction.

All exterior development surfaces (including metal roofs) shall be non-glare to avoid pilot visibility interference.

3.4.7 Structural Requirements

Development projects for all hangars, buildings, or structures shall be designed to meet City Code and building requirements.

Due to a high water table, the Airport Manager reserves the right to require the installation of a vapor barrier in the foundation of any planned hangar, building or structure development.

3.4.8 Outside Lighting

In accordance with ACC 18.55.030, development projects for airport hangars, parking area or aprons shall include outside lighting for safety, security, and operational needs during times of darkness.

If the project is for a development within the AOA, the required outside lighting shall be fully shielded and directed downward to prevent light pollution and potential interference with a pilot's vision.

CHAPTER 3.5 – SIGNS, ANTENNAS, POLES, SCREENING, & SATELLITE DISHES

Persons seeking to install any signs, antennas, poles, screening or satellite dishes at the airport must obtain all City required permits and advance approval from the Airport Manager, who will also advise whether the installation requires a Form 7460-1 to be submitted to the FAA for approval.

No signs, except those for safety or directional purposes, shall be placed on fences.

Signs, antennas, poles, and satellite dishes shall be installed at a height that does not penetrate any 14 C.F.R. Part 77 surfaces or TERPs surfaces.

Externally illuminated signs must have the lighting fixtures oriented downward and fully shielded in order to prevent glare for pilot visibility. The Airport Manager reserves the right to require the adjustment of any sign that interferes with aircraft or pilots. Any such adjustments shall be at the sign owner's expense (which may include the cost of any necessary permitting).

Any moving, blinking, or neon lighted sign must not interfere with pilot visibility.

The installation of any screening (used to enhance aesthetics when viewed from offsite) requires advance review and approval by the Airport Manager. All required permits shall be obtained prior to installation.

CHAPTER 3.6 – OUTDOOR STORAGE & TEMPORARY STRUCTURES

3.6.1 Temporary Structures

Persons seeking to construct or install any temporary buildings or structures at the airport must obtain advance approval by the Airport Manager and any required permits prior to construction/installation.

The location of a planned temporary building or structure project must be approved by the Airport Manager in advance. The project location must not impact the airport's protected surfaces and safety areas.

The temporary building or structure height shall not penetrate any 14 C.F.R. Part 77 surfaces and TERPs, and are governed by IFC and the International Building Code (IBC).

3.6.2 Waste, Recycling, & Debris

All waste and recycling receptacles used during development projects shall be secured against inclement weather.

Waste and recycling receptacles shall be picked up outside of the AOA in the landside areas. The developer shall monitor and escort any waste or debris pickup required inside of the AOA.

Receptacles shall be located in areas that do not detract from the airport's overall visual impression, and the location must be approved by the Airport Manager. Receptacles that are visible to the public must be placed behind screening material and/or landscaping, and the developer must obtain any required permits prior to installation.

CHAPTER 3.7 – CONSTRUCTION REVIEW, DOCUMENTATION, PERMITTING, AND INSPECTIONS

3.7.1 Pre-design Coordination

Prior to planning and designing any proposed development site, the developer shall meet with the Airport Manager to discuss and to obtain approval of the following:

- Terms and conditions of lease agreement;
- Type of use;
- Proposed site location;
- Hangar or building development standards;
- Preliminary concepts;
- FAA Notice of Proposed Construction (Form 7460-1);
- Compliance with ALP drawing, 14 C.F.R. Part 77 surfaces or TERPs surfaces; and
- City Code Requirements.

3.7.2 Pre-construction Review & Approval

Before starting construction, the developer must provide the Airport Manager with the following documentation:

- A signed lease agreement;
- Final plans as approved in permits, also known as construction documents including site layout, engineering, architectural and structural design, utility plans, landscape design, and any other documents as required;

DEVELOPMENT STANDARDS

- Approved FAA Notice of Proposed Construction (Form 7460-1);
- Proof of insurance as required;
- Copies of all permits required;
- Construction schedule;
- Construction Safety and Access Plan; and
- Performance bonding (if required)

3.7.3 Construction Fees & Permitting

The developer is solely responsible for obtaining all permits, paying all fees associated with or made necessary by the project, and paying all costs associated with the project, including, but not limited to the following:

- All required environmental review (NEPA, SEPA, etc.) and mitigation as necessary;
- Design and engineering costs;
- Utility connection fees;
- Permitting fees; and
- City application and impact fees.

3.7.4 Construction Inspection & Safety

In coordination with the Airport Manager, the developer is responsible for maintaining safety during construction, foreign object debris removal, and dust control, while minimizing impacts to airport operations, and ensuring the construction access point is secure.

The Airport Manager will conduct periodic inspections during construction. Any changes to approved plans and specifications must be approved by the Airport Manager prior to implementing.

The developer must comply with airport requirements. The developer must complete the approved construction project according to the approved plans and specifications, or within applicable permit times of all required agencies as stated in the tenant's lease. The Airport Manager may terminate any lease associated with the project and may require that any improvements constructed on leased property be removed.

Any changes to the construction schedule must be coordinated with the Airport Manager.

TITLE 4 – ENFORCEMENT AND APPEAL PROCESS

CHAPTER 4.1 – ENFORCEMENT

Violations of Auburn Municipal Airport Minimum Standards, Rules and Regulations, and Development Standards will be addressed by the Airport Manager.

If the violator is a tenant, the Airport Manager will issue a corrective action notice to the offending party. If corrective action is not taken or does not resolve the violation, Airport management will issue a notice of default with an additional time frame to comply. If compliance is not achieved within the default notice timeline, the lease will be considered in default and actions per lease direction will be enforced.

CHAPTER 4.2 – APPEAL OF THE AIRPORT MANAGER’S DECISION

Except as provided in section 1.1.4, an individual wishing to appeal a decision from the Airport Manager’s interpretation or enforcement of these Minimum Standards, Rules and Regulations, or Design Standards must file a written notice of appeal with the Public Works Director within 15 working days from the date of the Airport Manager’s decision. The appeal notice must include the decision being appealed, the applicable section(s) of these regulations, and any justification for a different decision. The Public Works Director shall issue a written decision upholding, modifying, or reversing the decision within 15 working days of receiving the appeal notice.

DEFINITIONS / ACRONYMS

AIRPORT – The Auburn Municipal Airport, Auburn, WA. Identifier S50

AIRPORT LAYOUT PLAN (ALP) – The ALP serves as a critical planning tool that depicts both existing facilities and planned development for an airport. Sponsors of airport development carried out at federally obligated airports must accomplish the improvements in accordance with an FAA-approved ALP.

AIRPORT MANAGER – “Airport Manager” means the person designated by the Public Works Director to manage the operations of the Auburn Airport. The Airport Manager shall at all times have authority to take such action as may be necessary for handling, policing, protecting and safeguarding airport users and property. The Airport Manager may suspend or restrict any or all airport operations when necessary, in the interests of safety. (ACC 12.56.015).

AIRPORT MASTER PLAN – A planning document that plans for the airports short, intermediate, and long-term goals of the airport, typically over a 20-year planning period.

AIRPORT SPONSOR – Is a term used for the owner of the airport (City of Auburn).

AOA – The Airport Operations Area is within the airport’s fence and is used for the movement of aircraft.

APRON (or RAMP) – The parts of the airport where aircraft are parked, loaded, unloaded, fueled, enplaned, and deplaned.

CITY – City of Auburn, the airport owner/sponsor of Auburn Municipal Airport.

FAA – Federal Aviation Administration

FAA 7460 PROCESS & APPROVAL - All proposed construction on the Airport is subject to FAA review of Form 7460-1 (Notice of Proposed Construction or Alteration). Prospective Tenants are required to coordinate with Airport Management to determine the specific 7460 submittal requirements for each project. The typical FAA review time can exceed 90 days, so Tenants are encouraged to initiate the coordination well in advance of planned construction. The Airport shall be copied on all communication between the Tenant and FAA. Evidence of FAA review is required prior to approval of airport ground leases.

FAR – Federal Aviation Regulation

LANDSCAPING – Means vegetative cover including shrubs, trees, flowers, seeded lawn, sod, ivy, and other similar plant material. (ACC 18.04.520)

MINIMUM STANDARDS – The airport’s minimum standards for aeronautical service providers as currently written and as amended from time-to-time.

DEFINITIONS / ACRONYMS

NEPA – The National Environmental Policy Act, a United States federal statute that sets forth a policy of environmental protection, and a protocol by which all federal agencies in their respective jurisdictions make environmental protection part of their decision-making process.

OBJECT FREE AREA (OFA) – An area on the ground centered on a runway, taxiway, or taxilane centerline provided to enhance the safety of aircraft operations by having the area free of objects, except for objects that need to be located in the OFA for air navigation or aircraft maneuvering purposes.

PART 77 – Title 14 of the Code of Federal Regulations (CFR) Part 77, also known as FAR Part 77, which establishes standards and notification requirements for objects affecting navigable airspace. These standards and requirements enable the FAA to evaluate the effect of proposed construction or alteration on operating procedures, determine the potential hazardous effect of proposed construction or alterations on air navigation, to identify mitigation measures to enhance safe air navigation, and chart new man-made or natural objects.

PERMANENT CONSTRUCTION – Structural or ground facilities constructed with the intent of providing service during the term of the lease agreement, with use of materials and methods of construction that will maintain their appearance and functionality. Modular, trailer, storage sheds, and other maintenance structures are not considered as permanent construction.

PERSON – Any person, firm, entity, association, organization, partnership, joint venture, business trust, corporation, or company.

SCREENING – Privacy fencing, plant material, masonry walls or other materials of sufficient height to obscure the view of an area from the street or adjacent properties.

SEPA – State Environmental Policy Act (SEPA) process identifies and analyzes environmental impacts associated with governmental decisions.

TAXILANE – A path used for aircraft towing or taxiing at low speeds, often between aircraft parking aprons and hangars.

TAXIWAY - A path that connects the airport's runways to the apron areas.

TENANT – A “Person”, as defined in this document, who holds or possesses real property; commonly an individual or organization who occupies and uses the property of another under a lease.

APPENDIX A

AUBURN AIRPORT AERONAUTICAL BUSINESS PERMIT (Required to conduct commercial aeronautical activity on the airport)

Business or activity to be conducted (Check all that applies):

- Aircraft Charter Services
- Aircraft Leasing or Rental Services
- Aircraft Maintenance and Repair Services
- Aircraft Management
- Aircraft Sales Services
- Aircraft Mobile Maintenance and Repair Services
- Specialized Aircraft Repair Services (list service) _____
- Specialized Commercial Flying Services (list services) _____
- Other _____
- Aircraft Washing Service
- Hangar Leasing Services
- Flight Training Services
- Fixed Base Operator
- On-Airport Rental Car Concession
- Off-Airport Rental Car Concession

These activities are limited to the airport by ordinance. Please refer to the Airport Minimum Operating Standards for further information on each type of business.

Applicant _____

Authorized Representative: _____ Title: _____

Business Address: _____

City, State, Zip: _____

Billing Address: _____

City, State, Zip: _____

Phone: (work): _____ (fax): _____ (emergency): _____

E-Mail Address: _____

The Applicant hereby requests the above action(s) from the city for the privilege of conducting commercial aeronautical activities on the airport and in consideration of this request being granted agree to the following:

- **FEE PAYMENT:** The Applicant agrees to pay all applicable monthly fees on time by the twentieth (20) day of each month, and all required fee including late fees, interest and penalties without deduction of any kind.
- **PERMIT LIMITATIONS:** This permit may not be assigned or transferred, and is limited to only the approved business activity listed above.
- **INFORMATION CHANGES:** The Applicant shall notify the Airport Administration Office in writing within fifteen (15) days of any change to the information provided on this form.
- **INDEMNIFICATION:** The Applicant shall indemnify the city pursuant to Exhibit "A" attached here to.
- **COMPLIANCE WITH THE LAW:** The Applicant shall comply with all applicable laws, ordinances, rules and regulations.

The undersigned representative certifies he/she is authorized to sign for the business and acknowledges receipt of a copy of this permit.

Authorized Representative's Signature

Date Signed

Return Original To: 400 23rd NE, Auburn, WA 98002

BP (02/20/2008)

***** Airport Administration Use Only *****

Indicate documents provided to applicant

- City Code - _____
- Airport Operating Map
- Receipt for Payment of Fees
- Airport Minimum Operating Standards
- Airport Rules and Regulations
- Copy of Attachment A

Attach copies of applicable documents

- Lease/License agreement
- Sublease agreement
- Business/Privilege Tax License
- FAA Certificates
- Certificates of Insurance
- Airport Driver Vehicle Permit

AIRPORT/DIRECTORS COMMENTS

APPROVED BY

Airport Director (or designee)

Date signed

AIRPORT ADVISORY COMMISSION'S COMMENTS
