

Port of Friday Harbor

Airport Rules and Regulations

Table of Contents

General Provisions	Page #
Prime Directive, Authorization, Purpose, Application, Definitions, Qualifications, Responsibilities, No Liability, Safety and Fire.....	2-8
Airport Operations	
Waiting list, Transfer list, Use of Port Facilities, Use of Land/Hangars, Maneuvering, Aircraft Parking, Vehicle Parking, Garbage, Customer Conduct.....	9-16
Administration	
Billing, Notification, Termination, Suggestions/Grievances.....	16-17

General Provisions

1. Port of Friday Harbor's Prime Directive

- A. To maintain a healthy economy with family wage jobs and improve the social, economic and natural environments of the island.

2. Authorization to Administer Regulations, Policies and Procedures

- A. The Rules and Regulations are promulgated under the authority granted to the Port Commission of the Port by the Washington State Municipal Airports Acts of 1941 and 1945, RCW 14.08.120, (to) adopt and amend all needed rules regulations, and ordinances for the management, government, and use of any properties under its control..." The Port Commission authorizes airport management to enforce these regulations by written or oral instructions.
- B. Airport Management may request persons violating these regulations to leave the airport and/or may obtain assistance of law enforcement officers to protect property, lives or to preserve the peace.
- C. Airport customers who violate regulations and procedures may be subject to cancellation of hangar contracts, penalty charges, impoundment and/or removal of aircraft and personal property.
- D. Charges for removal of an aircraft and personal property will be assessed against the property and/or its owner(s).
- E. Management may interpret the reasonable intent of these regulations to carry out the purpose of the regulations.

3. Purpose

- A. The Port of Friday Harbor limits the use of Friday Harbor Airport to specific purposes and must administer those uses carefully to ensure fairness and safety to all customers. Therefore, the Port reserves the right to allocate the use of any airport space as it deems necessary to meet that end.
- B. The purpose of the Rules & Regulations is to promote the safe and efficient operation of the Friday Harbor Airport and provide excellent facilities for airport customers and the public.
- C. The Airport Rules and Regulations may be modified from time to time by resolution of the Commissioners for the Port of Friday Harbor at a regular public meeting. These Rules and Regulations shall supersede all previous Rules and Regulations for operation and use of the Friday Harbor Airport.

4. Application

- A. The Rules & Regulations in these guidelines apply to all users of the Friday Harbor Airport. Owners of aircraft and vehicles using facilities or space within the airport are subject to charges described by the Annual Schedule of Fees & Charges, plus rules and procedures. Aircraft operators bear the responsibility for compliance and lack of familiarity with this policy is not an excuse for violation of any part of these regulations.
- B. Public Usage- The airport shall be open for public use at all times, subject to regulation or restriction due to weather conditions affecting the landing area, the presentation of special events and such other causes as may be authorized by the Port Director.

5. Definitions

- A. Air Carrier: means any person operating an aircraft on a scheduled or non-scheduled basis for hire under F.A.R Parts 121 or 135.

Airport: means the Friday Harbor Airport and all the area, buildings, facilities and improvements within the boundaries of such airport as it now exists or as it hereafter may be extended as delineated on the current Airport Layout Plan for the Airport formally approved by the FAA.

Airport Operations Manager: means the official and his or her representative appointed by the Port Commission and Port Director to manage, supervise, control and protect the Airport. He/she shall at all times have authority to take such action as may be necessary for handling, policing, protecting and safeguarding the general public and private property while present at the Airport and to regulate vehicular traffic on the airport. The Airport Operations Manager has authority to suspend or restrict any or all operations on the airport without regard to weather conditions whenever he/she deems such action necessary in the interest of safety, subject to the review of such action by the Port Director and Commission.

Annual Schedule Fees & Charges: refer to charges of the Port for hangars and all other charges owing or becoming owing between an aircraft owner and the Port, including but not limited to, costs of sale and related legal expenses.

***AOA: means the Airport Operation Area, or movement areas. Any area of an airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft.

Commission: means the Commissioners of the Port of Friday Harbor.

Customer: is defined as any person, including aircraft owners/operators, airport tenants and the public entering the airport.

FAA: means the Federal Aviation Administration.

Hangars: means a building used for storage of single or multiple aircraft, either open or individually compartmentalized and enclosed, and normally leased to individual aircraft owners or operators.

Hazardous Materials: shall mean any material as defined in applicable Federal, State, and local environmental laws. Also includes Department of Transportation Hazardous Material Regulations (49 CFR parts 171-180)

***Landing Area or Airport Operations Area: means the runways, taxiways, the intermediate turn-offs and the adjoining areas of the airport.

Motor Vehicle: shall mean and include any two or 4 wheeled vehicle except an aircraft which is self-propelled.

***Movement Area: also known as Airport Operations Area, shall mean the runways, taxiways, and other areas of an airport which are used for taxiing or hover taxiing, air taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas.

NFPA: National Fire Protection Association is a trade association that creates and maintains private, copyrighted, standards and codes for usage and adoption by local governments.

Port: refers to the Port of Friday Harbor. The Port is also referred to as the Lessor in lease discussion.

Port Director: means the official appointed by the Commission to exercise executive, administrative and ministerial power over the various Port properties including the Airport.

Ramp Area: refers to the ramp area, apron, or parking areas for aircraft.

Sublease: refers to an agreement held by a person other than the owner of record who has authorization to place his/her aircraft in an assigned hangar space.

Stormwater Pollution Prevention Program: also referred to as SWPPP, is a document that outlines how the airport management will minimize stormwater pollution to keep contaminants out of our rivers and oceans.

Waiting List: refers to the list of persons who have requested permanent hangar space.

Washington State Department of Transportation: also referred to as WSDOT, has an aviation division which applies state laws to aircraft operators.

6. Qualifications and Requirements

- A. Applicable Status-
Customers shall comply with all Port, Municipal, County, State, Federal regulations and laws, as well as any other safety requirements directed by Management.
- B. Aircraft Qualifications-
All aircraft based at the airport shall prominently display evidence of registration by the State of Washington. RCW 47.68.020 states port districts must obtain proof of aircraft registration from aircraft owners.
- C. Customer agrees that the Port is not responsible for any damage, loss or destruction of Customer's personal property, including but not limited to the Aircraft located within the Leased Unit or elsewhere on Port property. The Customer will obtain all insurance desirable or necessary for Customer's personal property (including the aircraft) to protect against such damage, loss or destruction.

7. Responsibilities of Customer and Proof of Ownership

- A. Obligation of User-
The use of the airport or any of its facilities in any manner shall obligate the person making such use thereof to abide by or obey any and all of the laws and regulations applicable to such use, including the Rules and Regulations.
- B. Cognizance of these Rules and Regulations: All persons licensed to do business on or conduct operations of any kind on the Airport shall keep a current copy of these Rules and Regulations in her/his office or place of business and make it available to all persons. Further, it shall be the responsibility of each such base operator to fully acquaint his/her clients and/or employees with these Rules and Regulations by any person including but not limited to noise abatement, safety, and standard operational procedures. Failure to abide by these Rules and Regulations shall be grounds for expulsion from and denial of further use of the Airport and/or its facilities, subject to timely review by the Commission.
- C. All activities or business on the airport shall be conducted in accordance with these Rules and Regulations, and such amendments, supplements, changes and additions hereto as may hereafter be adopted by the Commission. No person shall operate an aircraft from or service, maintain or repair an aircraft on the airport other than in conformance with current FAA regulations and local Airport Rules and these Regulations as established by the Commission.

8. No Liability of Port of Friday Harbor Airport

- A. Anyone visiting or using the Friday Harbor Airport facilities does so at his/her own risk. The Port of Friday Harbor does not assume any responsibility for the loss, injury or damage to persons or property by reason of fire, theft, vandalism, natural disasters, collision, strikes, demonstrations, air shows, acts of war, terrorism, acts of

God. The Port of Friday Harbor assumes no liability for injury to persons while on the Airport or while using the facilities of same, or for property damage, except liability caused directly by the sole negligence of Port employees.

9. Safety and Fire

- A. The Airport Operations manager shall at all times have authority to take such action as may be necessary to safeguard members of the public present at the Airport. The Port will publish "Notice to Airmen" (NOTAMS) to alert users of the Airport in accordance with applicable Federal regulations of any temporary or short-term changes to air or general operations at the Airport.
- B. The following are not authorized at the Port of Friday Harbor Airport:
1. Smoking within one-hundred (100) feet of aircraft being fueled or defueled on the Airport. Under other conditions smoking out-of-doors shall not be permitted within fifty (50) feet of any aircraft. Smoking shall not be permitted in hangars.
 2. Refueling during an electrical storm.
 3. While fueling aircraft, electronic devices such as cell phones, two-way radios, etc shall not be used until all fueling operations have been completed.
 4. Flying or releasing a model rocket, kite, fireworks, tethered balloon, model aircraft, drones, etc., on the airport without prior written permission from the Port.
 5. Crossing the runway on foot or by vehicle is prohibited by those other than Port airport staff.
- C. In the event of a threat to human life, safety and/or property, call 911 immediately. Next contact the FAA Flight Service Station with knowledge of such incident, and the Airport staff. At the accident scene, aircraft owners, the pilots or agents will promptly remove disabled aircraft, parts and accident debris unless directed by the Port staff or FAA to delay such action pending an accident investigation. Damage sustained to the airport facility, grounds or buildings will be assessed as a claim against the responsible party.
- For other, less urgent situations contact the Port office. If after hours you may contact security at 360-317-8672. Or call the SJ County Sheriff's office at 360-378-4151.
- D. Persons involved in any aircraft accident occurring on the airport shall make a full report of the accident to the FAA as required by Federal Air Regulations and contact Airport personnel on duty.
- E. All tenants or lessees of hangars or shop facilities shall supply and maintain adequate and readily accessible fire extinguishers on their leased premises. Such fire extinguishers shall be rated for Class B and Class C fires.
- F. Any person, including the operators of aircraft, causing spillage of any fuel, oil or grease on any apron will notify airport operations immediately. The involved

person shall be responsible for cleaning such area and repairing any damage to the satisfaction of the Port and subject to SWPPP requirements.

- G. All fuel trucks operating on the airport must meet WSDOT standards and adhere to International Fire Code (IFC), National Fire Protection Association (NFPA), or any Town of Friday Harbor regulations, and must be approved in writing by the Port. No fueling operations shall be conducted in any building on the Airport.
- H. Aircraft shall not be fueled or de-fueled with:
 - 1) Any engine running;
 - 2) Occupants aboard; or
 - 3) Avionics or electrical equipment energized.
- I. During fueling or de-fueling on the Airport, the aircraft and dispensing apparatus shall be grounded to a point or points of zero (0) volts electrical potential.

All fueling operations on the Airport shall comply with Washington State Department of Labor and Industries WAC 96-42 "Petroleum Safety Orders and Handling" and all other applicable laws or regulations.

Fueling with automotive-grade gas from containers shall be conducted on the Airport only in designated fueling areas.

- J. Changing of Oil- Persons changing oil in aircraft engines shall be responsible for the lawful disposition of the waste oil.
- K. Customers may not conduct any operations using an open flame in any hangar or building, or part thereof.

No one shall keep or store any flammable materials on the Airport or in any building on the Airport except:

- a. In proper receptacles integral to the aircraft.
 - b. In rooms and areas approved by the Airport Operations Manager for such storage.
 - c. A maximum of two (2) cases of one (1) quart containers (or the equivalent of 24 quarts) of lubricating oil may be stored in a hangar.
- L. Floor care- all lessees shall keep floors of hangars, aprons, pits, and adjacent areas free from oil, grease and other flammable materials.
 - M. Painting- No spray-painting operations shall be conducted in hangars. Exceptions may be made as determined by Airport staff. Other painting and associated processes shall only be conducted on the Airport in properly designated, fireproof and ventilated rooms or buildings in which all illumination, wiring, heating, ventilating equipment switches, outlets and fixtures shall be spark and vapor proof.
 - N. All pedestrians and sightseers at the airport shall remain outside the fenced operational areas unless accompanied by a pilot or his/her designee.

- O. The Port or designated representative shall inspect each hangar once a year or as he/she deems necessary to ensure compliance with Town or County (as applicable) fire regulations. The Airport Operations Manager will maintain a record of all inspections of Port managed hangars.
- P. Customers shall not enter any restricted area posted on the Airport which is “Closed to the Public”, except:
- a. Persons assigned duty therein;
 - b. Persons authorized to enter by the Port Director or Airport Operations Manager, or
 - c. Passengers under appropriate Port or airline supervision entering the apron area for the purposes of embarkation or debarkation.
- Q. Snow Removal: airport personnel will begin snow removal when $\frac{3}{4}$ inch of slush or two (2) inches of powder snow accumulates on the ground and such condition is predicted to remain or increase. The runway and taxiways shall be closed during all snow removal operations.

Airport Operations

10. Port –Owned Hangar Waiting list & Assignment Procedures

A. Policy

Due to the demand for hangars, applicants are placed on a Waiting List based on hangar size or configuration. The Waiting List is processed by date of application and hangar is assigned in that order.

B. The Airport Operations Manager shall assign all hangar space except privately owned hangar or hangars subject to condominium agreements.

C. Waiting List Procedures

1. Customers desiring hangar space must fill out a Waitlist Application.
2. A non-refundable fee must accompany each Waitlist Application. (See Annual Fees & Charges).
3. There is an annual fee to remain on the Waitlist. Failure to renew the annual fee will result in removal from the list.
4. Applicants are responsible for updating their contact information with the Airport Operations Manager in the event of any changes.

D. Assignment Procedures

1. The Airport Operations Manager shall maintain a Waiting List for aircraft owners who want to rent Port managed hangars and a transfer list for hangar lessees who want to change hangars.

2. When a hangar becomes available the Airport Operations Manager will assign the hangar based on date of Waiting List Application or date of Transfer Request, whichever has the oldest date.
3. When a hangar is offered and applicant refuses the hangar, they may choose to either move to the bottom of the list as of date of refusal or be removed from the Waiting List entirely.
4. Waiting List customer has 20 days to respond to hangar offer. If Airport staff receives no response the Waiting List customer will be removed from the list.
5. A one month's hangar deposit plus the first month's hangar rent must be paid upon signing the hangar agreement.

E. Sublet

1. Port owned hangar Lessees may not directly sublet their hangar but may inform the Port office that their hangar is available for sublet through the Port. Port owned hangars may be subleased for up to 6 months out of any 12-month period and Lessee will receive credit equivalent for the duration hangar is sublet, however the Port does not guarantee that they will sublet the hangar. If Lessee's aircraft continues to not occupy the hangar beyond 6 months out of any 12-month period the Port may continue to sublet the hangar, charging both Lessee and Sublessee. Lessee must give the Port 30 days prior notice to return to hangar.
2. Port owned hangar lessees may solicit a sublessee for their hangar but may not collect any compensation, fee, or charge from the sublessee.
3. Sublessee must complete and submit a contract for hangar rental to be approved by the Port prior to sublessee's use, and aircraft must be appropriate for the size constraints of the hangar.
4. The sublessee is required to adhere to all of the same Airport Rules and Regulations as hangar lessee.
5. Lessees may allow a guest to use their hangar for up to a maximum of 30 days out of one year. Lessees must provide Port office with guest's name, tail number, and phone number prior to their use. Lessee must continue to pay the same fees, and may not collect any compensation, fee, or charge from the guest.

11. Port-Owned Hangar Reassignment/Transfer Requests

- A. Transfer outright of Port managed hangars from one lessee to any other person is not permitted. Hangars are assigned by the Port to individual lessees rather than their aircraft. Sale of an aircraft does not guarantee assignment of hangar lease to new aircraft owner.
- B. Existing tenants may request a change of hangar by submitting a written request to the Airport Operations Manager. Such requests will be maintained in order of the

date of request. When a hangar becomes available the Airport Operations Manager will offer the space according to the oldest date from the Wait List or Transfer List.

- C. The Transfer List customer has 20 days to respond to hangar offer. If no response is received the customer is removed from the Transfer List. If the Transfer List customer refuses the first hangar offer then they move to the bottom of the List as of date of refusal. Second refusal of hangar offer removes customer name from Transfer List.

12. Use of Port Facilities

- A. Overnight camping at the Airport by pilots and their passengers is permitted only in designated areas for a fee as listed in the Port's schedule of fees and charges. Fires and open flames are not permitted anywhere in the airport except in designated areas within Port-provided fire ring(s) and barbecue(s).
- B. Unmanned Aircraft Systems (UAS), known as drones, must comply with FAA safety requirements. Such requirements include operators of UAS's to operate safely and prohibits any person from operating an aircraft in a careless or reckless manner so as to endanger the life or property of another. Aircraft must be "flown within the visual line of sight of the person operating the aircraft." If a UAS is operated within **3 nautical miles** of the airport the operator must provide prior notice of intended use to the airport manager. This section is subject to FAA current regulations (See: Section 336 of the FAA Modernization and Reform Act of 2012) H.R. 658-67.
- C. Special events such as air shows, air races, fly-ins, sky diving and all events requiring the general use of the airport shall be held only with prior written approval by the Commission and on such dates, in such areas and upon such terms and conditions as shall be specified by the Port Commission.
- D. Any aircraft or parts thereof interfering with the normal runway or taxi-way traffic shall, on request by the Airport Operations Manager, be removed from such runway or taxi-way. If the owner, pilot, or agent fails to comply with such request and the Airport Operations Manager finds such aircraft or parts interfering with the safe operation of the airport, the Airport Operations Manager may cause removal of such aircraft or parts at his/her discretion and as he/she deems appropriate under the circumstances with or without the owner present. The full risk and expense of such removal shall be assessed against the owner without liability of any nature to the Port Commission, the Port Director, the Airport Operations Manager or agents.
- E. Construction of any kind requires prior written permission of the Port engineer, the Port Director, and/or the Commission. Notice will be provided to the Airport Operations Manager. The Port may require a deposit to indemnify against damage to the Airport before granting any such permission. All construction projects shall comply with State, County, and Town permit and inspection requirements prescribed in all ordinances and building codes applicable to the subject

construction. Alteration of buildings or hangars may be done only in compliance with all applicable Building and Fire Codes and only with the prior written approval of the Port Director.

- F. Structure design- in order to assure an aesthetic appearance and harmonious design of airport improvements, new construction and remodeling or repainting of existing structures requires the written approval of the Port.
- G. Distribution of advertisements, handbills, flyers, and pamphlets, of any kind, is prohibited in the Airport.

13. Use of land and/or hangar (*FAA Airport Compliance Manual — Order 5190.6B effective September 30, 2009 and FAA notice of final policy regarding the storage of nonaeronautical items in airport facilities designated for aeronautical use issued June 9, 2016, attached and incorporated into the Friday Harbor Airport Rules and Regulations*).

- A. The Friday Harbor Airport is a federally obligated airport and is subject to grant assurances. Airports that fail to comply with grant assurances may be subject to administrative sanctions such as denial of funding from current and future AIP grants. The FAA land use policy requires hangars to be used primarily for aeronautical purposes and non-aeronautical items are permitted provided the items are incidental to aeronautical use of the hangar and occupy an insignificant amount of hangar space. This FAA policy applies regardless of whether the hangar occupant leases the structure from the Port, or the hangar occupant constructed the hangar at their own expense and holds a ground lease only. When designated aeronautical land is made available for construction of hangars, the hangars built on the land will be fully subject to the Airport's obligations to use aeronautical facilities for aeronautical use.
- B. Permitted uses include storage of airworthy aircraft, active aircraft projects, aircraft related tools and equipment, and short-term storage of non-operational aircraft for purposes of maintenance, repair or refurbishment. Also permitted is parking of vehicles while owner is using stored aircraft, and any non-aeronautical use that does not interfere with aeronautical activities.

Non-permitted uses include non-aeronautical uses that impede the movement of aircraft or access, or displace aeronautical contents of the hangar, and storage of items that are in violation of airport rules and regulations, lease provisions, building codes, or local ordinances.

- C. There is a limit of one aircraft per hangar, single or multi-engine, unless otherwise specifically authorized in writing by the Airport Operations Manager. If more than one aircraft will occupy a hangar, tenant must notify Airport Operations Manager in writing about type of additional aircraft, registration and notify when it has left the hangar premise only if additional aircraft will occupy hangar for more than 30 days.

Aircraft must be airworthy. Determination of airworthy status may be reviewed by the Airport Operations Manager as requested. The Airport Operations Manager will maintain a record of all inspections of Port managed hangars.

- D. Hangars may not be used as a temporary or permanent residence. The FAA differentiates between a typical pilot resting facility versus a hangar residence or hangar home (See *FAA Order 5190.6B, paragraph 20.5.b*).
- E. Different standards may apply to commercial uses. Refer to Port of Friday Harbor Minimum Standards for Commercial Aeronautical Activities.

14. Maneuvering

- A. Non-emergency landings of fixed wing aircraft on surfaces other than an approved runway are prohibited.
- B. The Airport Operations Manager may delay or restrict any flight or other operations at the Airport for any emergency or other cause, the ramifications of which pose any risk or danger to the public or any violation of rules or regulations applicable to such flight or other operations.
- C. All take off runs on the airport shall begin at the end of the runway. Mid-field take offs absolutely prohibited.
- D. No aircraft shall take-off or land at the airport on any taxiway or apron EXCEPT that helicopters may land at areas designated for this purpose on aprons or taxiways.
- E. After take-off all aircraft departing the Airport are asked to maintain runway heading until reaching a minimum altitude of 1100 feet above MSL or until north of the Town of Friday Harbor when departing for runway 34 or south of the golf course when departing runway 16.
- F. Traffic Pattern-
 - 1. Straight in approaches are strongly discouraged!
 - 2. Runway lights are normally off. On CTAF (128.25) click the microphone 3 times for low, 5 times for medium and 7 times for high and REILS.
- G. Engine Operation- No person shall operate any engine of an aircraft in any location on the Airport in any manner that may damage or injure aircraft property or any persons or that may create a nuisance to establishments on the Airport. Aircraft operators must exercise caution at all times to protect other persons and property from propeller slipstream or jet blast.
- H. Aircraft Movement- All operators require prior approval from the Airport Operations Manger to taxi or tow any aircraft on the Airport on any area other than runways, taxiways, or ramps.

- I. The Port of Friday Harbor has adopted Noise Abatement Procedures as part of the Fly Friendly program. Please consider these guidelines while flying aircraft in the vicinity of the San Juan Islands.

15. Aircraft Parking

- A. Aircraft shall be parked on the Airport only in areas and spaces designated by the Airport Operations Manager and only under the following conditions:
- B. Each operator or lessee shall be responsible for the orderly parking of his or her aircraft on the Airport and for the cleanliness of the parking area which he or she uses.
- C. Each aircraft owner shall be responsible for the security of his or her aircraft tiedown or related fastening mechanism. No aircraft shall be left unattended on any area of the Airport, including leased premises, unless properly secured. The securing of aircraft shall be the sole responsibility of the owner or operator of the aircraft. The Port and its officers, employees, and agents expressly disclaim all liability and shall be in no way be held responsible.
- D. Monthly tiedown assignments shall be made by the Airport Operations Manager using a Port Tie-Down Agreement.
- E. The operator of any aircraft is responsible for the containment of all oil and fuel leakage from their parked aircraft. Repair of all damage resulting from any failure to properly prevent or contain such leaks shall be the liability of the aircraft owner or operator including any repairs to the asphalt pavement necessitated thereby.

16. Vehicle Traffic and Parking

- A. Management may establish reasonable traffic and parking regulations, including posting and issuing of permits as required for orderly handling of motor vehicles on Airport premises. Parking areas are for the use of customers and persons involved with the use of Airport Facilities.
- B. Only official vehicles with proper identification may be driven into the Airport Operation Area (AOA) or movement areas. A non-official vehicle which is registered and whose owner/operator has a valid gate access card is allowed free access to all parts of the Airport except Taxiway Alpha, Taxiway Echo, Taxiway Foxtrot and the runway. Parking and storage of non-aeronautical vehicles in the AOA is prohibited. All vehicles are to be operated under applicable county and state regulations. All vehicles are to be in reasonably safe mechanical condition. All signs, speed limits and conditions posted are to be obeyed. Vehicle operators are to ensure access gates close completely and no wildlife enters gated area before continuing to destination.
- C. All vehicles shall yield the right of way to pedestrians, aircraft and emergency vehicles in motion.

All vehicles moving in any area within the airport fence shall be driven only at a safe and reasonable speed never to exceed 10 miles per hour and shall at all times when moving display an operating amber flashing light mounted conspicuously on the top of the vehicle. If the vehicle is not equipped with such a light, the driver shall utilize the vehicle's emergency hazard lights.

Vehicles encountering aircraft and emergency vehicles in motion shall immediately yield the right of way by pulling off any taxiway, ramp, or driving path, and shall remain stopped until such aircraft or emergency vehicle has cleared its position by at least 250 feet.

- D. Permits for parking on Airport premises may be purchased at the Port Administration office. Persons parking vehicles on airport property do so at their own risk and subject to the condition that vehicles so parked may be entered and /or moved by airport personnel when in the judgment of the Airport Operations Manager it is necessary to do so for maintenance, security or safety.
- E. All motor vehicles at the Airport are to be parked in such a way as to not be a hazard for or impede taxiing aircraft, moving motor vehicles or any authorized operation of the airport. Violators shall be subject to tow at owner's expense. Hangar and tie-down areas are restricted to vehicles of hangar tenants and service vehicles. No parking is permitted in adjacent areas except for loading/unloading (15-minute time limit) except in designated parking areas. Vehicle may be parked in hangar while aircraft is being flown or moved to an authorized parking area. Service and delivery vehicles may park temporarily in front of a hangar for the purpose of making deliveries.
- F. No business may be conducted in Airport parking lots.
- G. Vehicles may not be washed or worked on anywhere at the airport or in any Port parking lots. Parking on grass or sod areas such that it would cause damage to that area is not permitted. Abandoned, junked or inoperative vehicles are not permitted on airport property. After 72 hours, such vehicle may be towed at owner's expense.
- H. Trailers may not be parked in the Airport parking lots. Parking for vehicles and trailers is available at other locations. Check at the Port administration office for location and availability.
- I. Living or staying overnight in campers, motor homes, etc. is prohibited. No vehicle may be connected to electricity or utilities on airport property.
- J. Types of Permits-
 - 1. Annual parking permits may be purchased at the Port Administration office. Customers will be issued a numbered sticker permit to be placed in the driver's side of the windshield down by the dash.

2. Monthly, weekly and daily permits may also be purchased at the Port Administration office or at the Airport Terminal. Customers will be issued a numbered tag to be hung from the vehicles rear view mirror or to be laid on the dash. Permits will be dated with the end date at the time of purchase.
3. Permits for extra vehicles, boat trailers or motor-homes may also be purchased at the Port Administration office. These vehicles may park in other locations on Port property.

K. Violation

1. Vehicles with expired permits will be issued violation notice by Port staff. Vehicles may be towed at Airport Manager's option.
2. Vehicles without permit, expired permit or that appear to be abandoned may be towed at the owner's expense.

17. Garbage & Hazardous Waste

- A. Hazardous materials including waste oil products are not allowed in any garbage containers at the airport and shall be removed from the airport as soon as possible by the Customer.
- B. Customers may not dispose of garbage, refuse or other waste material on the Airport except in a manner prescribed by the Port and in receptacles provided by the Customer for that purpose. Burning of trash or refuse on airport property is not permitted.
- C. Lessees shall provide suitable metal receptacles with covers for any storage of oil, waste oil, rags or other rubbish on the Airport. Lessees may request approval for placement of one or more dumpsters to be regularly serviced at Lessee's cost.

18. Customer Conduct

- A. Behavior that disturbs the peace or creates a nuisance for others on Port property or any adjacent premises is not permitted.
- B. Competent operator- No person on the Airport shall start any aircraft engine by any means unless a current and appropriately licensed pilot or other person authorized to do so by FAA rule is attending the aircraft and attending the aircraft controls.
- C. Aircraft in the tiedown area must always use wheel chocks and tie-down anchors unless proper parking brakes are installed in the aircraft and are applied.
- D. Customers under the influence of liquor, or other debilitating or intoxicating narcotic drugs or substances shall not operate a motor vehicle or aircraft of any kind on the airport. Violators shall be subject to citation and or arrest and prosecution to the maximum extent permitted by law.

- E. Loading, unloading and transporting explosives shall be accomplished only by lawful means in designated areas and routes as determined by the Airport Operations Manager. Prior notification is required in all instances.
- F. No persons except authorized Port staff or their agents shall hunt or trap game of any kind in any fashion on airport property.
- G. No persons shall discharge any type of firearm, or explosive or incendiary material or devices of any kind for any reason except authorized Port staff, law enforcement officers and members of the armed forces of the United States on official duty.
- H. No person shall remove, destroy, injure, deface or disturb in any way any building, sign, equipment, marker, or other structure, ornamental planting, lawn or other property of the Port.
- I. Customers may not abandon any vehicle or other personal property at the Airport nor interfere, tamper or start any aircraft unless authorized to do so.
- J. All pets must be on a maximum 10' leash and under their owner's control while at the Airport. No pets are permitted on the runways or movement areas at any time. The Town of Friday Harbor leash laws apply on all Port property. Owners are responsible for immediate and proper disposal of animal wastes.

Administration

19. Billing Procedures/Payment Due to Port

- A. No person shall allow any aircraft owned by her or him or under her or his control to land, take off, or be parked or tied down at the Airport without causing all applicable landing and tiedown or other fees applicable to any such Airport usage to be paid. Any such fee that becomes due and owing shall constitute a lien on such aircraft for benefit of the Port.
- B. For hangar and tiedown rates, refer to the Annual Schedule of Fees & Charges.
- C. All Port-owned hangar agreements are month-to-month agreements.
- D. Charge for electricity used in the hangar is included in the Port hangar tariff.
- E. A Security Deposit is required from all Port-Owned hangar tenants equal to one month of rent. This Security Deposit will be adjusted annually to equal one month of rent, according to the Annual Schedule of Fees and Charges.
- F. Any person delinquent in any payment for the use of airport facilities may be excluded from the airport and denied further usage of the airport until such delinquency is paid in full. The Port reserves the right to exercise all rights and remedies available to it under RCW Chapter 14.08 and enacted in Substitute

House Bill No. 130. The Commission hereby delegates to the Airport Operations Manager authority to carry out the provisions of this Resolution.

20. Termination

- A. Airport customers terminating their Port-owned hangar contracts must give the Port at least fifteen (15) days notice to vacate. Hangar fees will continue to accrue during the fifteen-day notice period.
- B. The Port reserves the right to terminate or refuse hangar space and/or service to any individual or aircraft. The Port may order any individual or aircraft to leave the Airport.
- C. Airport Rules and Regulations violation notices will be issued in writing by Port staff and a copy will be kept in the hangar agreement file. In the event three or more violations are issued, Port staff will review and report to the Commission.

21. Notification

- A. The Port is not responsible for the mailing or delivery of the Airport Rules & Regulations to its customers. Copies are available in the Port office and website or can be sent via postal mail or electronic mailing at the customer's request.

22. Customer Suggestions & Grievances

- A. As a public service agency, the Port is sensitive to and obligated to take action on valid suggestions and concerns of its customers. It is the policy of the Port to encourage customers to contribute to the efficient operation of the Airport by following the procedures established for this purpose, as follows:
 - 1. Customers should submit suggestions and complaints in writing to the Airport Operations Manager.
 - 2. Differences of opinion regarding the interpretation of these Rules, Regulations and Procedures should be submitted to the Airport Operations Manager in writing.
 - 3. If the matter cannot be satisfactorily resolved by the Airport Operations Manager within ten days, it will be submitted to the Executive Director.