

RIO VISTA MUNICIPAL AIRPORT RULES AND REGULATIONS



RIO VISTA
MUNICIPAL AIRPORT

JACK BAUMANN FIELD 088

April 2023
Adopted by Resolution 2023- 022

Table of Contents

CHAPTER 1: GENERAL PROVISIONS..... 1

1.1 INTRODUCTION..... 1

1.2 DEFINITIONS 1

1.3 USE OF AIRPORT..... 3

1.4 CLUBS AND OTHER MEETINGS 6

1.5 AIRSHOWS, SPECIAL EVENTS 6

1.6 AIRPORT FEES AND CHARGES..... 7

1.7 STATE AERONICS LAW 7

1.8 FEDERAL AVIATION REGULATIONS 7

1.9 FLIGHT INSTRUCTORS AND STUDENTS..... 8

1.10 INTERFERENCE WITH AIRPORT USE PROHIBITED 8

1.11 ENFORCEMENT OF PROVISIONS 8

CHAPTER 2: AERONAUTICAL ACTIVITIES 8

2.1 GENERAL PROVISIONS..... 8

2.2 TRAFFIC PATTERNS, LANDING AND TAKEOFF 9

2.3 POWERED AIRCRAFT OPERATIONS 9

2.4 GLIDER OPERATIONS 10

2.5 HELICOPTER OPERATIONS..... 10

2.6 BALLOON OPERATIONS..... 11

2.7 ULTRALIGHT OPERATIONS 11

2.8 PRIORITY OPERATIONS..... 11

2.9 AGRICULTURAL APPLICATION AIRCRAFT 11

2.10 MODEL AIRCRAFT OPERATIONS, DRONES AND SMALL UNMANNED
AIRCRAFT SYSTEMS (SUAS)..... 12

2.11 AIRCRAFT PARKING AND TIE-DOWN 13

2.12 UNATTENDED AIRCRAFT..... 13

2.13 RUN-UP OF AIRCRAFT POWERPLANTS..... 14

2.14 HAND-PROPPING OF AIRCRAFT POWERPLANTS..... 14

2.15 COMMERCIAL ACTIVITIES 14

2.16 MAINTENANCE 14

2.17 AIRCRAFT ACCIDENT REPORTING..... 15

2.18 AIRCRAFT FUELING AND DE-FUELING 15

2.19	FUEL SPILLS.....	16
2.20	HAZARDOUS OR DANGEROUS CARGO	17
2.21	AIRCRAFT WEIGHT LIMITATION	17
CHAPTER 3: TIEDOWN/HANGAR POLICIES AND PROCEDURES.....		17
3.1	AIRCRAFT STORAGE REQUIREMENT	18
3.2	AIRCRAFT TIEDOWN/HANGAR WAITING LIST	18
3.3	ASSIGNMENT OF TIEDOWN/HANGAR SPACES.....	19
3.4	FEES AND CHARGES	19
3.5	CONDITIONS OF TIEDOWN/HANGAR SPACE OCCUPANCY.....	20
3.6	TERMINATION OF LEASE	24
CHAPTER 4: VEHICLE OPERATIONS.....		25
4.1	GENERAL.....	25
4.2	VEHICLE OPERATION AREAS.....	25
4.3	SPEED LIMIT.....	25
4.4	RIGHT OF WAY.....	25
4.5	VEHICLE MOVEMENT NEAR AIRCRAFT	26
4.6	RESPONSIBILITY FOR CLOSING GATES	26
4.7	PARKING.....	26
4.8	VEHICLE ACCIDENT REPORTING	27
4.9	PARKING VIOLATION ENFORCEMENT	27
CHAPTER 5: PERSONAL CONDUCT		27
5.1	USE OF AIRPORT PREMISES	27
5.2	ENTRANCE ON RESTRICTED AREAS PROHIBITED	28
5.3	COMPLIANCE WITH SIGNS AND BARRIERS	28
5.4	USE OF APRON AREA RESTRICTED	28
5.5	PEDESTRIANS.....	28
5.6	SMOKING	29
5.7	ANIMALS AND PETS	29
5.8	SOLICITATIONS.....	29
5.9	FIREARMS, HUNTING	29
5.10	ADVERTISEMENTS	30
5.11	DAMAGE, NUISANCE AND DUMPING.....	30

5.12	INTERFERING OR TAMPERING WITH AIRCRAFT	30
5.13	CAMPING	30
CHAPTER 6:	FIRE SAFETY RULES	31
6.1	COMPLIANCE WITH FIRE SAFETY RULES	31
6.2	STORAGE OF MATERIAL AND EQUIPMENT	31
6.3	MAINTENANCE AND CLEANING OF HANGARS.....	31
6.4	CLEANING OF AIRCRAFT POWERPLANTS AND PARTS	31
6.5	DISPOSAL OF GASOLINE AND OTHER FLAMMABLE WASTE PRODUCTS 32	
6.6	PAINTING AND DOPING OF AIRCRAFT.....	32
6.7	PAINT REMOVAL	32
6.8	SPILLAGE.....	32
6.9	CUTTING, WELDING AND SPRAY PAINTING	32
6.10	SMOKING RESTRICTION.....	32
6.11	ELECTRICAL WIRE, FIXTURES, AND APPLIANCES	32
6.12	GENERATORS	33
6.13	PORTABLE FIRE EXTINGUISHERS.....	33
6.14	DUTY TO REPORT FIRE	33
6.15	FIRE MARSHAL DRILLS AND INSPECTIONS	33
CHAPTER 7:	COMMERCIAL OPERATIONS	33
7.1	MINIMUM STANDARDS.....	33
7.2	COMMERCIAL OPERATOR PERMIT	33
7.3	COMMERCIAL PHOTOGRAPHY AND FILMING	34
CHAPTER 8:	MISCELLANEOUS PROVISIONS	34
8.1	FLYING CLUBS (ref. municipal code chapter 11.08)	34
8.2	POSTING OF AIRPORT RULES AND REGULATIONS	30 34

CHAPTER 1: GENERAL PROVISIONS

1.1 INTRODUCTION

The Rio Vista Municipal Airport is operated by the City of Rio Vista for the use and benefit of the public pursuant to authority granted under the laws and the State of California and under the terms of Grant Assurance Agreements with the United States federal government.

Applicable provisions of the Rio Vista Municipal Code are included or summarized in this document, so that the airport user has a single reference for rules and regulations.

1.2 DEFINITIONS

Aeronautical Information Manual (AIM): Federal Aviation Administration publication containing basic flight information and Air Traffic Control procedures for use in the National Airspace System of the United States.

Aircraft: Any and all contrivances now or hereinafter used for navigation or flight in air or space, including but not limited to, airplanes, airships, dirigibles, balloons, helicopters, gyroplanes, gliders, and ultralights.

Aircraft Accident: An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

Aircraft Incident: An occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations. Consult the AIM for a list of incidents which must be reported to the National Transportation Safety Board (NTSB).

Airman: An individual who engages, as the person in command or as pilot, mechanic, or member of the crew, in the navigation of aircraft, or an individual who is directly in charge of the inspection, maintenance, overhauling, or repair of aircraft, aircraft powerplants, propellers, or associated accessories.

Airport: The Rio Vista Municipal Airport, also known as Jack Baumann Field O88, located at 3000 Baumann Road near the intersection of Baumann and Airport Roads, in the City of Rio Vista within Solano County, State of California, and all of the ground area, buildings, facilities, improvements and zones within the exterior boundaries of the airport as they now exist or as they may be amended.

Airport Manager: The person appointed by the City Manager to manage the affairs of the airport or his or her duly authorized representative.

Airport Operations Area: That portion of the airport designated and used for landing, taking off, or surface maneuvering of aircraft.

Apron: A paved area designated for aircraft parking, loading, and unloading of passengers and cargo, and refueling. Also known as ramp.

Balloon: A lighter-than-air aircraft that is not engine driven, and that sustains flight through the use of either gas buoyancy or and airborne heater.

Based Aircraft: Any aircraft which uses the airport for other than occasional transient purposes and is assigned a parking space, tiedown, or hangar space at the airport, whether or not such assignment is made under written agreement with the City.

City: The City of Rio Vista within Solano County, State of California.

City Council: The group of persons elected or appointed to govern the City of Rio Vista.

Closed Area: Any area of the airport closed by NOTAM.

Commercial Activity: Any transfer of goods or performance of service for any compensation or consideration.

Commercial Operator: Any person or group involved in a commercial activity.

Disabled Aircraft: Any aircraft that has been involved in an accident or incident, or an airplane, rotor craft, motor glider, or ultralight vehicle that cannot move under its own power.

FAA: The Federal Aviation Administration of the United States of America, as defined in the Federal Aviation Act of 1958, or any operation of aviation and it related functions.

FAR: Federal Aviation Regulation.

Fire Marshal: The fire marshal of Rio Vista or any individual authorized by the City Manager to make inspections to determine compliance with and enforce the provisions of the fire code adopted by the City.

Fixed Base Operator (FBO): A person, firm or a corporation authorized by issuance of a commercial operator permit or lease agreement to provide

aeronautical activities, services or products for compensation or hire from a leasehold on the airport.

Flying Club: A non-profit, non-commercial entity, organization, or association of three (3) or more aircraft owners who equally own and/or use its aircraft for personal use only. No member of the group shall be paid for the management or other direct service. The Travis Air Force AFB Aero Club, also known as the Travis Flying Club, is not a Flying Club for purposes of these rules except Rule 8.1(c) shall be applicable.

Lease: A privilege to do some particular act or series of acts on the airport by agreement with the City.

Minimum Standards: Standards adopted by the City governing the commercial activity at the airport.

NOTAM: Notice to airmen.

NFPA: National Fire Protection Association.

Obstacle Free Zones: Airspace above the runways and extending 200 feet beyond the runway ends, which is clear of object penetrations except for frangible (easily broken) navigational aids.

Permit: A document authorizing specific activities for a limited amount of time or one time basis.

Ramp: A paved area designated for aircraft parking, loading, and unloading of passengers and cargo, and refueling. Also known as Apron.

Restricted Area: Any portion of the airport not intended for use by the general public, including airmen, and so posted by the City.

Runway Protection Zones (RPZ): Areas designated beyond the approach and departure ends of the runways, in which the land use is limited for safety reasons.

Runway Safety Area: Rectangular area centered on the runway centerline and extending beyond the runway width and ends, which must be kept smooth, drained, and free of nonessential objects.

Vehicle: A device in, upon, or by which any person or property may be propelled on the ground and includes, but is not limited to, automobiles, motorcycles, trucks, off-road vehicles, tractors, bicycles, skateboards, buses, trailers, and golf carts.

1.3 USE OF AIRPORT

- A. All users of the airport or any of its facilities are subject to these rules and regulations. Violations of these rules and regulations may be handled administratively by the airport Manager and as described in paragraph C below, or by citation or arrest by the police department. (*ref. municipal code chapter 11.08*).
- B. In the event that the airport Manager believes that the condition of the airport or any portion thereof is unfavorable for taxiing, landing, or takeoff, it shall be within the manager's authority to close the airport or portion thereof. This shall be accomplished by issuing a Notice to Airmen (NOTAM) through the Federal Aviation Administration. When the airport returns to usable condition, the NOTAM shall be cancelled.
- C. The use of the airport or any of its facilities is a privilege which can be suspended or revoked by the airport manager. For any violations or willful noncompliance of these rules and regulations the offending persons will be deemed guilty of a misdemeanor, and if convicted thereof, will be subject to a fine and/or imprisonment as specified by current City Municipal Code. Violations of these rules and regulations may also result in the Airport Manager issuing a Notice of suspension or revocation of use of the airport or any of its facilities ("Notice"). The Notice will be in writing and will state the reasons and dates of violations. The Notice shall be served on the offending person either personally or via U.S. Mail (regular or certified) at the address on file with the City, or if none, at the applicable address as reasonably determined by the Airport Manager. Service shall be deemed complete at the time of personal delivery or mailing.
- D. Appeal Process
 - i. A person served by the Airport Manager with a Notice (herein referred to as "Appellant(s)") may request a hearing before the City Manager within ten (10) calendar days after being served with the Notice. A three-day notice to pay rent is final and not subject to appeal.
 - ii. The request shall be in writing and shall be received by the City Clerk prior to the deadline. The request shall contain (A) a statement specifying the grounds for the appeal together with all material facts in support of the appeal, and (B) the signature of the Appellant and a verification as to the truth of the matters stated in the appeal. The Appellant may request that the action(s) specified in the Notice be stayed pending a final decision on the appeal, the City Manager, or his or her designee, shall determine in their discretion whether a stay is warranted especially considering public health and safety concerns.
 - iii. Unless otherwise agreed to by the parties, the hearing shall be held within thirty (30) calendar days of the submittal of the request, and Appellant shall receive at least ten (10) calendar days notice of the

- hearing date, time and location. The hearing shall be conducted by the City Manager or his or her designee ("Hearing Officer"). If the Airport Manager submits an additional written report, concerning the Notice, to the City Manager for consideration at the hearing, a copy of this report shall also be mailed to the Appellant at least five (5) calendar days prior to the hearing date. At least three (3) calendar days in advance of the hearing, the Hearing Officer may, but is not required to, issue a tentative determination, and may specify that the tentative determination will be final unless Appellant requests a hearing within twenty-four (24) hours of the scheduled hearing date and time.
- iv. At the hearing, the Appellant shall be given the opportunity to testify and present evidence and cross-examine witnesses concerning the Notice. The Appellant may appear personally or through an attorney. Prehearing discovery is not authorized, but subpoena of witnesses and documents shall be permitted as authorized by law. The Hearing Officer shall conduct the hearing informally, both as to rules of procedure and admission of evidence, in a manner which will provide a fair hearing. The Notice and any additional report submitted by the Airport Manager shall constitute presumptive evidence of the respective facts contained in those documents. The failure of Appellant to appear at the hearing may be deemed an admission of the violation by the Appellant and may constitute a failure to exhaust administrative remedies barring judicial review.
 - v. Within ten (10) calendar days after the close of the hearing, the Hearing Officer shall render a decision in writing and shall serve such written decision on the Appellant. The Hearing Officer's decision shall be final and subject only to judicial review as allowed by law.
 - vi. A person whose use of the airport has been revoked may request reinstatement by the City Manager after three (3) years.
- E. Any person who, after verbal or written notice to vacate the airport or during a time when he/she has lost the privilege to use the airport, is upon airport property will be subject to full prosecution under the City Municipal Code.
- F. No person shall operate or assist in the operation of any aircraft on the airport while under the influence of an alcoholic beverage, or any drug or substance that impairs a pilot's performance, or under the combined influence of an alcoholic beverage and any drug or substance.

- G. The use of any contrivance or device that could potentially interfere with safe aircraft operations, e.g., radio-controlled aircraft, drones, go-carts, roller blades roller skates, skateboards, kites, helium balloons, etc., shall not be used or operated on the airport grounds. Bicycles or any other type of cycle shall not be allowed on any aircraft taxiway or runway.
- H. The use of the airport is conditioned on the assumption of the full responsibility and risk by the user for any intentional act, negligent act, omission to act, or civil rights action by the user, and the user agrees to release and hold harmless and indemnify the City, its officers, agents, and employees against claims arising from the use of the airport. The exercise of the privilege of use shall constitute an acknowledgement that the City maintains the airport in a governmental capacity. *(ref. municipal code chapter 11.08)*
- I. The City, its agents, and employees operating the airport assume no responsibility for damage to property stored thereon or property of persons using the airport facilities, by reason of fire, theft, vandalism, windstorm, flood, earthquake, or collision, nor does it assume any liability by reason of injury to persons while on the airport or using its facilities. *(ref. municipal code chapter 11.08)*

1.4 CLUBS AND OTHER MEETINGS

No person shall sponsor or conduct club, association, or other scheduled meetings on airport property without prior written authorization by the airport manager. *(ref. municipal code chapter 11.08)*.

1.5 AIRSHOWS, SPECIAL EVENTS

- A. The sponsor of any activity conducted on or above airport property outside of normal or routine activities will be required to secure a special activity permit as a one-time event issued by the airport Manager or other City of Rio Vista authority, so designated. This provision applies to charitable and political activities and any other event on airport property open to the general public. *(ref. municipal code chapter 11.08)*.
- B. The application for a permit must be submitted to the airport Manager at least two months before the event and must specify the particular dates and times of the event. The permit is subject to the following:
 - i. The permit is not transferable or assignable.
 - ii. An airport use fee, if established by the City's airport master fee schedule, must be paid before the event.

- iii. A cleaning deposit, if required, must be paid no later than one week before the time of the event. The City may refund the deposit if the area is cleaned up by the event sponsor after the event.
- iv. The permittee must, as an express condition precedent and before the event, deposit with the airport manager, policies, or evidence of insurance in the amount as determined by the City Council or designated authority.
- v. The permittee must hold harmless and name as additional insured, City of Rio Vista, its City Council, officers, agents, and employees.
- vi. The permittee must provide the number of trash receptacles and chemical toilets, as determined by the airport manager, for use during the event and remove them promptly after the event.
- vii. The permittee must provide an acceptable operations plan, specifying the operations personnel, security ground control, and aircraft and vehicle control, to the airport Manager before the event.
- viii. Applications for a special event permit shall be evaluated on the basis of relative merit, compatibility with airport operations, anticipated benefits to the Airport, the public, and the City and the conformity with allowed uses on City and Airport property.
- ix. Any violation or deviation from said provisions shall render the permit null and void and constitutes grounds for termination of the event.
- x. The applicant may appeal any decision to deny, revoke or terminate a permit according to the provisions of Rule 1.3.D.

1.6 AIRPORT FEES AND CHARGES

Airport fees and charges are based on the current Master Fee Schedule as adopted by resolution of the City Council. (*ref. municipal code chapter 11.08*) A copy of the Master Fee Schedule can be obtained from the airport manager.

1.7 STATE AERONICS LAW

Applicable laws of the State of California are incorporated by this reference.

1.8 FEDERAL AVIATION REGULATIONS

Aircraft operators, pilots, airmen, and other users of the airport are required to be familiar with and comply with the Federal Aviation Regulations pertaining to the aeronautical activity in which they engage. *(ref. municipal code chapter 11.08)*.

1.9 FLIGHT INSTRUCTORS AND STUDENTS

All based flight instructors shall inform their students of these rules and regulations and of the regulations contained in Title 11 of the Municipal Code. All flight instructors shall be responsible for the conduct of their students during dual instruction. When a student is flying solo, it shall be the student's responsibility to observe and abide by these rules and regulations. *(ref. municipal code chapter 11.08)*.

1.10 INTERFERENCE WITH AIRPORT USE PROHIBITED

No person shall unreasonably obstruct, impair, or interfere with the use of the airport by any other person, or unreasonably obstruct, impair, or interfere with the passage and safe, orderly, and efficient use of the airport by any other person, vehicle, or aircraft. *(ref. municipal code chapter 11.08)*.

1.11 ENFORCEMENT OF PROVISIONS

The airport Manager is empowered to oversee the operations of the airport and to apply and enforce the provisions of these rules and regulations. The Police Department, the Fire Department, the Federal Aviation Administration, or any duly appointed and acting peace officer shall have full authority in the enforcement of all laws, ordinances, and regulations affecting use of the airport facilities and associated airspace. This includes the power to cite or arrest for violation of the provisions of said laws, ordinances, and regulations. *(ref. municipal code chapter 11.08)*.

CHAPTER 2: AERONAUTICAL ACTIVITIES

2.1 GENERAL PROVISIONS

All aeronautical activities at the airport and all flying of aircraft departing from or arriving at the air space above the airport must be operated in conformity with the current pertinent provisions of the Federal Aviation Regulations, the Aeronautical Information Manual, and NOTAMS. The operators of aircraft at the airport and its vicinity must abide by all of these airport rules and regulations. *(ref. municipal code chapter 11.20)*.

2.2 TRAFFIC PATTERNS, LANDING AND TAKEOFF

- A. Powered fixed wing aircraft – the recommended approach and landings are left-hand pattern for runways 07 and 14, right-hand pattern for runways 25 and 33. The recommended airport calm wind runway is runway 25. Forced landing practice and real emergencies may require deviations from these procedures.
- B. All aircraft taxiing for takeoff shall taxi via the parallel taxiway to the end of the runway for takeoff. (*ref. municipal code chapter 11.08*).
- C. After run-up and prior to taxiing onto the runway, aircraft shall be turned to provide the pilot with a clear view of approaching aircraft, and it shall be the pilot's responsibility to remain clear of other traffic. No aircraft shall be taxied onto a runway until ready for immediate takeoff. (*ref. municipal code chapter 11.20.100A*).
- D. The recommended traffic pattern altitudes to be flown are as follows:
 - i. Light fixed wing aircraft – 1,000 feet above airport elevation.
 - ii. Jets and other high-speed aircraft – 1,500 feet above airport elevation.
- E. All landing aircraft returning to the airport flight line shall leave the runway on the first available exit taxiway, which is practical in order to keep the runways clear for approaching aircraft. Aircraft shall not make one hundred eighty (180) degree turns on the runway after landing unless no taxiway is available but shall continue straight ahead until reaching the first available taxiway and shall clear the runway as soon as possible. (*ref. municipal code chapter 11.20*).
- F. The preferred area for helicopter takeoff and landing is the helipad; however other airport surfaces may be used if safety considerations dictate or if permission has been granted by the airport manager.
- G. All aircraft will follow the noise abatement procedures posted at the departure end of each runway unless deviations are made necessary by safety considerations. (*These procedures are designed so that the airport will be a good neighbor to the surrounding populated areas.*)

2.3 POWERED AIRCRAFT OPERATIONS

- A. No aircraft engine shall be started or run unless a competent operator is at the controls of the aircraft.
- B. No person may operate any aircraft in an unsafe, hazardous, or endangering manner, which may pose a threat or hazard to any person or property.

C. No aircraft may be taxied under power into or out of a hangar. (*ref. municipal code chapter 11.20*).

D. No aircraft may be parked and left unattended while an engine is running.

2.4 GLIDER OPERATIONS

A. Ground handling: It is recommended that a radio call on the Common Traffic Advisory Frequency (CTAF) be made so that a glider hookup is in progress on a specific runway. The two pilots and line people will visually check the other runway for traffic (on the ground and in the air). If another aircraft calls entering the traffic pattern or is noted in the traffic pattern without a radio call and a takeoff cannot be made, the tow plane and glider will exit the runway for the landing aircraft. The following safety precautions are recommended:

1. All vehicles used to tow the glider onto the runway should have a handheld radio on and tuned to the CTAF frequency.
2. Line personnel should visually check for approaching traffic before pulling the glider beyond the hold line and maintain visual awareness for traffic until they are back across the hold line after launching the glider.
3. After a normal landing, the pilot must immediately deplane and push the glider clear of the runway, unless another tow can clearly be accomplished without interfering with the use of the runway by other traffic.

2.5 HELICOPTER OPERATIONS

A. Helicopters shall use established approach and departure paths when operating to or from the airport. (*ref. municipal code chapter 11.32.010*)

B. All Helicopters arriving at or departing from the airport shall conform to the Federal Aviation Regulations and related orders and guidance for helicopter operations at airports without a control tower. (*ref. municipal code chapter 11.32.020*)

C. Helicopters will only use the helipad for landings and takeoffs, unless safety considerations dictate otherwise, or as approved by the airport manager. (*ref. municipal code chapter 11.32.030*)

2.6 BALLOON OPERATIONS

- A. Prevailing wind conditions at Rio Vista Municipal Airport are generally unfavorable for balloon operations.
- B. Ground or retrieval crews must receive permission from the airport manager's office or have a current waiver prior to entering any operational areas on the airport to assist balloon operations and must comply with these rules.
- C. All ground vehicles, while servicing balloons, must not park on the shoulders of or on active runways and taxiways.

2.7 ULTRALIGHT OPERATIONS

- A. Ultralight aircraft are defined in Federal Aviation Regulations Part 103. (*ref. municipal code chapter 11.32.010*)
- B. All ultralight aircraft arriving at or departing from the airport shall conform to the Federal Aviation Regulations for ultralight operations at airports without a control tower. (*ref. municipal code chapter 11.36.020*)

2.8 PRIORITY OPERATIONS

During an emergency or simulated emergency exercise or disaster, medical relief or military aircraft and responding fire suppression aircraft activities have priority over all other activities and operations at the airport.

- A. The airport Manager has the authority to remove any aircraft, vehicle, person, equipment, and any other obstructions impeding priority ground movements and activities, at the owner's expense.
- B. Unauthorized persons, vehicles, aircraft, and equipment may not enter any staging and ground movement areas during priority activities.

2.9 AGRICULTURAL APPLICATION AIRCRAFT

- A. Dusting, spraying or other flights of an agricultural nature are not allowed to take off from the airport without authorization from the airport manager.
- B. Agricultural operations may not take any water from any water system without prior arrangement and payment to the City and must use the proper air gap or other approved backflow prevention device.
- C. There will be no discharge, either chemicals or rinse water, from aircraft or ground equipment on airport or other City property.

- D. The operator, unless contracted by the City, must obtain a commercial operators permit from the City and comply with the Minimum Standards established by the City for commercial operations at the airport.

2.10 MODEL AIRCRAFT OPERATIONS, DRONES AND SMALL UNMANNED AIRCRAFT SYSTEMS (SUAS)

- A. No person may operate, store, or have remote-controlled or control line models on airport property or within airport airspace except as approved by the airport manager.
- B. Unrestricted SUAS; under 15 pounds, (aka drone) flight may not take place on the airport property. Anyone flying, demonstrating, or storing a SUAS within the airport property without prior written approval from the airport Manager will be subject to legal action and may be banned from further access to the airport property and leases terminated.
- C. Available airport facilities could be used for SUAS education, specifically Part 107 education only, not to include practical training or demonstration on the airport property.
- D. Available airport facilities could be used for SUAS aircraft over 15 pounds. Available airport land may be used for the construction of a SUAS flight center for education and flight training or research and development. This would require the prospective business to submit plans detailing the intended activities and the safety measures that will be implemented to ensure that no SUAS (Drone) flight, intentional or unintentional, happens outside of the facility. These plans must receive approval from the airport manager, Airport Advisory Commission, and City Council. All construction or improvements must adhere to all Federal, State and Local regulations, standards, codes, ordinances, or resolutions. Building permits are required as necessary.
- E. Owners of SUAS aircraft used in commercial operations and weighing 15 pounds or more may rent an airport hangar.

2.11 AIRCRAFT PARKING AND TIE-DOWN

- A. Aircraft shall be parked or tied down only in designated areas administered by the City and in areas leased to commercial operators. (ref. municipal code chapter 11.20.010).
- B. No aircraft shall be parked or tied down in areas other than designated visitor parking areas or commercial operator areas unless under a lease or agreement with the City, described in Chapter 3, below. (ref. municipal code chapter 11.20).
- C. The owner or Manager of each privately owned hangar or tiedown facility on the airport shall, annually and within ten days of any change, furnish the airport Manager with a roster of aircraft and their registered owners and operators. The roster shall be submitted in a format that is acceptable to the City. (ref. municipal code section 11.20.030B).
- D. No person may park, tie down, store or leave any disabled, disassembled, or damaged aircraft, wrecks, derelicts, or parts anywhere on the airport in public view. The aircraft or parts may be stored on approved property leased by an FBO, screened by fencing from the view of adjacent roads and properties, or in hangars, while awaiting repair or disposal. This waiting period should not exceed 60 days unless an extension of time has been granted by the airport manager. (ref. municipal code chapter 11.20).
- E. Ten (10) days after written notice of a violation is received by the owner, the airport Manager may cause the aircraft and its parts to be removed and placed in storage at the owner's expense and without liability to the City for damage which may result from such moving and storage. After receiving notice, the owner has thirty (30) days in which to remove the aircraft or correct the deficiency. If no correction is made within thirty (30) days, the City shall commence disposal of the property according to state law. If the owner claims the property prior to disposition, the owner shall pay all reasonable expenses incurred in connection with the City's action. (ref. municipal code chapter 11.20).

2.12 UNATTENDED AIRCRAFT

No aircraft shall be left unattended on the airport unless properly secured in a designated tiedown or within a hangar. Owners of aircraft shall be responsible for damage resulting from failure to comply with this section. (ref. municipal code section 11.20.050)

2.13 MOVING OF AIRCRAFT

Upon the direction of the Airport Manager, the operator, owner or pilot of any aircraft on the airport shall move the aircraft to any place designated on the airport. If the operator, owner or pilot refuses to comply with the directives, the Airport Manager may have the aircraft moved to such place at the owner's expense without liability for damage that may result from such moving of the aircraft.

2.14 RUN-UP OF AIRCRAFT POWERPLANTS

Aircraft powerplants shall not be run in aircraft hangars except in approved engine test areas. Aircraft powerplants shall be run up only designated areas. At no time shall powerplants be run up when aircraft, hangars, shops, other buildings, or persons in observation areas are in the path of the propeller slipstream or jet blast. (ref. municipal code section 11.20.060).

2.15 HAND-PROPPING OF AIRCRAFT POWERPLANTS

Hand-propping of aircraft powerplants is prohibited except when the design of the aircraft or the condition of its starting system is such that this is the only method of starting. When hand-propping is necessary, a licensed pilot or mechanic shall be at the controls at all times and the wheels shall be chocked or the aircraft securely tied down. (ref. municipal code section 11.20.080).

2.16 COMMERCIAL ACTIVITIES

- A. Persons conducting commercial activity on the airport must obtain a Commercial Operator's Permit from the City. See chapter 7 below. (ref. municipal code chapter 11.08).
- B. The owner of an aircraft may advertise and sell his or her aircraft on a noncommercial basis. (ref. municipal code section 11.08.110B).

2.17 MAINTENANCE

Preventative maintenance may be performed by the aircraft owner only as authorized pursuant to Federal Aviation Regulations with the following restrictions and limitations.

1. Engine oil changes will only be performed in areas specified by the airport manager.

2. Metal catch pans of sufficient size will be used to prevent the dripping or spilling of oil or other liquids onto hangar floors or paved areas. Any liquids so collected must be promptly disposed of in an environmentally sound manner, at a location which is equipped to handle such material, and spills must be cleaned up or neutralized.
3. Hazardous materials and waste products shall be handled and disposed of in accordance with federal and state law and in accordance with procedures approved by the airport manager.
4. Maintenance activities shall not detract from the clean and orderly appearance of the airport.
5. Tiedown/hangar space lessees who engage in unauthorized commercial maintenance operations shall have their space assignments terminated.
6. Except with the express written consent of the Airport Manager, no person shall engage in any major repair, restoration or construction of any aircraft in any location on the airport other than inside an approved hangar or other approved facility.

2.18 AIRCRAFT ACCIDENT REPORTING

All aircraft accidents and incidents on the airport requiring a report to the National Transportation Safety Board (NTSB) must be reported to the NTSB, airport Manager and police immediately. (ref. municipal code chapter 11.08).

Aircraft that have been involved in an accident or incident requiring a report must not be moved until approval from NTSB or the FAA, if the investigation is delegated to the FAA, has been received. All disabled aircraft and any of its parts on airport property must be promptly removed from any active or controlled areas when requested by the airport Manager and permitted by the NTSB or the FAA.

Should the owner or operator fail, refuse or be unable to remove the aircraft or its parts within a reasonable time as determined by the airport Manager and there exists a hazard created by the presence of the aircraft or its parts, the airport Manager may, with due care, cause it to be removed and stored away from the active or controlled areas. The cost of the removal and storage must be paid by the owner or operator of the aircraft.

2.19 AIRCRAFT FUELING AND DE-FUELING

- A. All fueling and de-fueling operations shall be conducted in full compliance with all federal, state, local, and airport rules, regulations, and procedures. (ref. municipal code chapter 11.24.010B).

- B. No aircraft may be fueled or de-fueled at the airport while the aircraft powerplant(s) is running or while the aircraft is in a hangar or enclosed space. (ref. municipal code chapter 11.24.020).
- C. During fueling and de-fueling the aircraft and dispensing device must be properly grounded. (ref. municipal code chapter 11.24.090).
- D. No person shall use any material or create any condition likely to cause a static discharge during fueling or de-fueling of aircraft. (ref. municipal code chapter 11.24.050).
- E. Smoking or an open flame is prohibited within fifty (50) feet of any fueling or de-fueling operations. (ref. municipal code chapter 11.24).
- F. Adequate fire extinguishers shall be within ready reach of persons engaged in fueling and de-fueling operations at all times. (ref. municipal code chapter 11.24.060).
- G. Sale of aviation fuel at the airport may be done only by the City or by a commercial operator who holds an airport fuel concession agreement with the City.
- H. All fuel storage tanks, and fuel dispensing vehicles must be properly marked and display all required items per FAA and NFPA regulations and operated in accordance with these airport rules and regulations.
- I. Fueling hoses and de-fueling equipment shall be maintained in a safe, sound, and non-leaking condition at all times. (ref. municipal code chapter 11.24.080).
- J. Anyone who observes a questionable condition of the equipment shall report it to the fueling/de-fueling operator.

2.20 FUEL SPILLS

- A. Persons engaged in the fueling or de-fueling of aircraft shall exercise all caution to prevent spillage of fuel, including preventing the filling of tanks to the point where they would overflow from heat expansion. Any spillage of fuel shall be expeditiously cleaned up in an environmentally sound manner that is consistent with applicable state and federal law and regulations. Any spillage of fuel totaling more than two gallons shall be reported in a timely manner to the airport manager. (ref. municipal code section 11.24.040).

- B. No person shall start the powerplant of any aircraft when there is a quantity of fuel on the ground under the aircraft which creates a risk of fire. (ref. municipal code section 11.24.070).

2.21 HAZARDOUS OR DANGEROUS CARGO

The loading, unloading, storage or parking of aircraft or vehicles carrying explosive or highly toxic cargoes is prohibited except by prior written permission from the airport Manager and then only in areas designated.

2.22 AIRCRAFT WEIGHT LIMITATION

No persons may land any aircraft at the airport which violates the recognized weight limitations for the airport as published in the current Rio Vista Municipal Airport Master Plan Update. The Master Plan Update dated June 2007 specifies the following: for runway 7-25, the limit is 30,000 pounds maximum gross weight; for runway 14-32, the limit is 12,500 pounds maximum gross weight. Aircraft owners violating this rule will be subject to penalties, which may include costs to evaluate and /or repair any damages caused by exceeding the weight limitation of the runways.

2.23 NOISE

No aircraft using the airport shall be operated while on the ground or in flight in such manner as to cause unnecessary noise or shall be in violation of any applicable municipal, state or federal regulation relating to aircraft noise.

2.23 TRANSIENT AIRCRAFT

Transient aircraft are permitted to use unassigned tie-down spaces, if any, for a period of no longer than seven (7) days or as otherwise permitted by the Airport Manager. All transient aircraft shall be subject to a daily fee as established by the City. The operator, owner and pilot of any transient aircraft using the airport shall be subject to all applicable provisions of these rules and regulations. The aircraft operator, owner and pilot must enter into a lease in a form approved by the Airport Manager for occupancy of any tie down space for a period in excess of seven consecutive days or for more than seven non-consecutive days within any thirty-day period.

CHAPTER 3: TIEDOWN/HANGAR POLICIES AND PROCEDURES

3.1 AIRCRAFT STORAGE REQUIREMENT

Aircraft shall be stored only in hangars or tiedown spaces assigned by the airport Manager or by a licensed commercial operator. Aircraft shall be parked in a manner so as to be completely within the assigned space and not obstruct adjacent aircraft parking and/or storage areas, taxiways, or taxi lanes except for temporary staging and/or fueling of such aircraft while the aircraft is continuously attended by a person. No aircraft shall be left unattended on the airport unless properly secured with tie-downs and wheel chocks.

3.2 AIRCRAFT TIEDOWN/HANGAR WAITING LIST

- A. The Airport Manager shall maintain a Wait List for tiedown and hanger space, and the names, type of aircraft, relative position on the list and type space requested shall be available for public review.
- B. Waiting List places are assigned based on the date and time of application and are not transferable.
- C. Parties on the Waiting List are restricted to one application. Upon the assignment of a tiedown/hangar space, a party may re-apply for a second tiedown/hangar.
- D. Applicants are eligible for any size tiedown/hangar space available when initially placed on the Waiting List. If the applicant specifies the size space desired, he or she will be notified only when that size space is available. If the assignment of a space is declined, the applicant shall no longer be eligible for the size of space that was declined; but may elect to be placed at the bottom of the list for other size spaces.
- E. A deposit, in the amount of one month's rent as set in the Airport Master Fee Schedule, available from the airport manager, will be required with the tiedown/hangar Waiting List application. Upon the assignment of a space, the deposit will be applied to the last month's rental fee. The deposit is refundable for applicants who withdraw or who are removed from the Waiting List prior to space assignment, subject to possible deduction of an administrative fee as disclosed at the time of application. The deposit is forfeited if the applicant withdraws after notification of a space assignment.
- F. Applicants must keep the City advised of their current address/telephone and E-mail address(s). In the event a space becomes available and the applicant cannot be reached by telephone or Email, a letter will be sent to the address of record. An applicant who does not respond within ten (10) days of mailing shall be removed from the waiting list and forfeit the deposit.

- G. Applicant is not eligible for placement on the Wait List if their use of any airport or hanger space has been denied, revoked or terminated within three years prior to the application date. Applicant loses eligibility for space if their use of any airport or hanger space is denied, revoked or terminated while Applicant is on the Wait List. The Airport Manager may also consider whether the Applicant has been convicted of any felony within the past ten (10) years which could create a health and safety risk at the airport.
- H. An organization, such as a corporation, partnership, or flying club, e.g., is not eligible for placement on the Wait List until they have been in existence for two (2) years prior to the application date.
- I. Applicants who violate the City's Airport Rules and Regulations shall be removed from the Waiting List.

3.3 ASSIGNMENT OF TIEDOWN/HANGAR SPACES

- A. Assignments of tiedown/hangar spaces are made from the Waiting List in the order which applications were received.
- B. Spaces are not transferable.
- C. Lessees will provide contact and other pertinent information on a Tiedown/Hangar Lease form provided by the City and will keep the City advised of changes to the information. (ref. municipal code chapter 11.20).
- D. From the date of applicant's response to notifications of space availability for assignment, five (5) working days are allowed to execute the Tiedown/Hangar Lease. Extensions must be approved by the airport Manager in writing. Rent accrues from the effective date of the Lease.
- E. Tiedown/Hangar spaces may not be sublet or assigned by the lessee without authorization from the airport manager.
- F. Hangar lessees wishing to relocate to a different hangar must apply in writing for a place on the Waiting List and pay a deposit of one month's rent on the requested hangar.

3.4 FEES AND CHARGES

- A. Tiedown/Hangar space rental fees accrue from the effective date of the Lease, in amounts established by the Master Fee Schedule adopted by resolution of the City Council. The fee schedule is available from the airport manager.
- B. Rental fees are due on the first (1st) day of the month payable in advance and will be considered late if not received by the tenth (10th) of the month.

- C. Late payments are subject to a fee as specified in the lease agreement.
- D. Lessees are subject to charges equivalent to the cost of repairs for any damages to airport property beyond normal wear and tear for which the lessees are responsible.
- E. Parties who occupy spaces without a valid lease from the City, expect transient aircraft as set forth in Section 2.23, or with aircraft that are not registered for the spaces are subject to charges for the removal, storage, and/or disposal of the aircraft.

3.5 CONDITIONS OF TIEDOWN/HANGAR SPACE OCCUPANCY

- A. An aircraft shall be registered with the City for each assigned tiedown/hangar space. A copy of the current FAA Registration Certificate shall be provided to the airport Manager upon the assignment of a tiedown/hangar space. Such aircraft must occupy the tiedown/hangar space within thirty (30) days or the lease is subject to revocation. The name of the Licensee must match the name on the FAA Registration Certificate. Licensee shall provide notice to the airport Manager of any change in aircraft ownership within ten (10) days of such change.
- B. In the event of Licensee's death, unless directed otherwise by applicable probate court order, the surviving spouse, domestic partner, trustee or executor/executrix shall vacate the hanger or tie down space within ninety (90) days of licensee's death unless the surviving spouse or domestic partner is a co-owner of the aircraft, who shall then be required to execute and comply with a new lease agreement within ninety (90) days of the Licensee's death .
- C. The space shall be occupied only by aircraft that are registered for the space. Other non-flammable and non-hazardous items related to construction and maintenance of the aircraft and use of the airport are also permitted within hangars. Storage of non-aviation related items (i.e., household items and furniture not used for aviation purposes) is not permitted. Office space, if included with the hangar, must be used for aviation-related purposes.
- D. Registered aircraft shall be of a size compatible with the space.
- E. Nothing, including aircraft, shall be suspended, hoisted, or hung from the roof of a hangar. Lessees shall not attach any hoisting or holding mechanism to any part of the hangar or pass any such mechanism through any part of the struts or braces of the hangar. For purposes of these rules and regulations, a hoisting or holding mechanism shall include but not be limited to a chain-ball, block and tackle, or another hoisting device.

F. Liability insurance shall be maintained as follows:

A registered aircraft owner/operator with a leased tiedown/hangar space at the Rio Vista Municipal Airport must maintain, at his/her own cost, aircraft liability insurance on the listed aircraft with a combined single limit for bodily injury and property damage in the amount currently required by the City. Owners of non-operational aircraft are also required to provide liability insurance.

The required insurance shall be acceptable to the City and shall be in full force and effect from the first day, and throughout the term of the tiedown/hangar lease.

The insurance policy required under this lease shall contain the following three clauses:

- i. This insurance shall not be cancelled, limited in scope of coverage, or non-renewed until after 30 days written notice has been given to the City of Rio Vista, Airport Manager, 1 Main Street., Rio Vista, California 94571: (*ref. municipal code chapter 11.08*)
- ii. The City of Rio Vista shall be added as an insured with respect to the storage and operation of the named aircraft at the Rio Vista Municipal Airport pursuant to the Aircraft Tiedown/Hangar Lease issued by the City of Rio Vista; and,
- iii. It is agreed that any insurance maintained by the City of Rio Vista will apply in excess to, and not contribute with insurance provided by this policy.
- iv. The lessee agrees to provide certificates of insurance necessary to satisfy the City that the insurance requirements of this lease have been met. The City shall have the right to periodically review the coverage, form, and amount of the insurance required. (*ref. municipal code chapter 11.08*).
- v. Failure to maintain the required insurance may result in the revocation of the aircraft tiedown/hangar lease.

G. Licensee shall indemnify, defend, and hold harmless the City, its representatives, officers, employees and agents from any and all claims, demands, losses or liabilities arising out of the acts or omissions of the Licensee, its officers, employees, agents or contactors.

H. Aircraft shall be maintained in an airworthy condition, shall have a current Annual Inspection in accordance with Federal Aviation Regulations Part 43, and shall be certified to be in an airworthy condition. Proof of annual inspection must be available for review by the airport Manager on request.

Exceptions to these requirements may be made for aircraft under construction or otherwise out of service; see paragraph T below.

- I. Aircraft that occupy spaces without a valid lease from the City; or that are not registered for the spaces, are subject to removal and disposition by the airport Manager at the owner's expense.
- J. Lessees shall immediately notify the airport Manager upon the permanent removal of aircraft assigned to spaces. Lessee will have the option to continue renting the space for an additional ninety (90) days in order to obtain and register a replacement aircraft, and to reoccupy the space. An extension of this time limit may be granted by the airport Manager at his/her discretion. Failure to replace aircraft within the specified time period shall result in lease revocation.
- K. Gasoline, explosives, flammable, or hazardous materials shall not be stored in hangars. Lessee may store in hangars: aircraft lubricating oil, unopened and in the original container, sufficient for five (5) complete oil changes for the aircraft listed on the lease but not to exceed fifty (50) gallons.
- L. Heavy load electrical equipment (i.e., greater than 15 amps) shall not be operated in or about the hangars.
- M. If and when the City places electric meters on each hangar unit, the hangar lessee will be required to pay for the electricity used.
- N. All hangar lessees shall be responsible for hangar damage caused by their occupancy, other than damage from proven vandalism or natural disaster. Licensee shall report to the airport Manager any damage to, or defects in, the hanger within twenty-four (24) hours of discovering such damage or defect.
- O. The City may conduct inspections to ensure compliance with these rules and regulations, with a minimum of a 24-hour notice to the lessee via U.S. Mail and a courtesy notice placed on the hangar. Upon receipt of notice, lessee must be available to meet with City designated representatives for the purpose of conducting the inspection at the time specified or make arrangements to reschedule. Should the lessee not be available at the appointed time for the hangar inspection, the City reserves the right to enter the lessee hangar without additional notice to perform the inspection. Hangar lessees will be required to pay a fee, as adopted by the City Council, for an annual fire inspection.
- P. Licensee shall not lock the City's hanger door(s) or permit same to be locked with any lock other than the lock supplied by the City.

- Q. No modifications, installations, or other improvements may be made to a hangar without written permission of the airport Manager and a City-issued Building Permit, if applicable.
- R. Hangar lessees may store one motor vehicle in their hangar spaces only while the registered aircraft are absent for flight or maintenance. The period during which a motor vehicle continuously occupies a hangar may not exceed six (6) months.
- S. Lessees are responsible for the closing of airport gates after entering or exiting the airport. Failure of an automatic gate to open or close automatically must be reported to the airport Manager immediately.
- T. Requests for exceptions to the provisions of this section shall be submitted in writing to the airport manager. Any action by the airport Manager on such requests shall be in writing within a reasonable amount of time, not to exceed thirty (30) days unless notified additional time is needed. To the extent that an exception is sought based upon restoration, construction or major repair of an aircraft, licensee must submit a work plan containing start and finish dates and scope of work. A regular project status report demonstrating timely progress pursuant to the work plan must be submitted to the Airport Manager. Failure to provide evidence of progress pursuant to the work plan or reasonable explanation for delay will result in termination of any license.
- U. Each month's rent shall be due with or without notice or invoice from the City on the first day of each and every month during the term and licensee shall be in default if rent payment has not been received by the tenth of each month. Payments will only be accepted from the licensee whose name appears on the license.
- V. Lessees whose payments are thirty days or more past due, may be subject to collection procedures, the filing of a lien on the aircraft, and/or revocation of the aircraft tiedown/hangar lease.
- W. Hanger or tie-down space shall not be assigned, sublet or otherwise transferred in whole or in part to any other person or entity without the express written permission of the airport manager.
- X. Lessees who engage in unauthorized commercial activity shall have their aircraft tiedown/hangar lease revoked.
- Y. Lessees who hire an aviation professional other than one associated with a local Fixed Base Operator to perform work at the airport, must ensure that the professional holds a valid Commercial Operator's Permit issued by the City of Rio Vista before allowing work to begin.

- Z. Lessees may not store property outside of the area specified in the lease unless a permit is obtained from the airport manager.
- AA. Aircraft sales contingent upon hangar space are not permitted. Purchasers of based aircraft shall vacate the space and apply for a space through the waiting list.
- BB. If necessary for airport safety or in case of emergency the City reserves the right to move the aircraft without notice to the lessee.
- CC. The lease may be cancelled upon written notice by the lessee or revoked by the airport manager. Lessees will vacate the storage space within ten (10) days after the receipt of cancellation or revocation notice. Aircraft not removed within the required time period will be removed by the City at the lessee's expense.
- DD. Lessee shall be responsible for aircraft storage and safety and for any of the lessee's property located in the storage space. The City assumes no responsibility.
- EE. Lessee shall pay all taxes, assessments, or charges that may at any time be levied by any public entity on the aircraft or the space occupied.
- FF. Violation of the Federal Aviation Regulations or the Airport Rules and Regulations, shall result in aircraft tiedown/hangar lease termination.
- GG. The conditions set forth in this Rule shall apply unless other or different conditions are expressly set forth in writing in a specific lease or license approved by the City.

3.6 TERMINATION OF LEASE

Should a lessee violate any of the airport Rules and Regulations, Municipal Code and/or lease agreement, the airport Manager reserves the right to terminate the lease. Prior to any termination, a notice will be sent to the lessee advising of the violation and giving an opportunity to cure the violation. Should the violation not be cured within the time frame spelled out in the notice, the airport Manager reserves the right to issue a notice to terminate the lease. Upon receipt of the termination notice, the lessee shall have ten (10) days to vacate the storage space. Any property not removed within ten (10) days shall be removed by the City at the lessee's expense.

The lessee may file and appeal of a termination notice as provided in section 1.3.D of these Rules.

If licensee is in default due to non-payment of rent, the airport Manager may

issue a three (3) day notice to quit under California unlawful detainer law in lieu of the notice provisions set forth in this section.

CHAPTER 4: VEHICLE OPERATIONS

4.1 GENERAL

Every person who operates any motor vehicle or mobile equipment on the airport shall comply with all applicable provisions of the laws of the State of California and any special regulations prescribed by the Municipal Code and these Rules and Regulations for the control of such vehicles excepting in cases of emergency involving life or property. Any person operating a vehicle on the airport property must have a valid state vehicle operator's license and evidence of insurance as required by state law. All vehicles must meet proper state licensing and registration requirements. No person shall perform vehicle repair or maintenance activities at the airport except those necessary to remove such vehicles from the airport. (*ref. municipal code chapter 11.16*)

4.2 VEHICLE OPERATION AREAS

- A. No person may operate a vehicle in any obstacle free zone, runway safety area, runway protection zone, closed area or other area designated by the airport Manager as closed to vehicular traffic.
- B. Vehicles with an aviation related purpose are allowed to operate on the main ramp, provided they do not hinder or obstruct aircraft operations.
- C. Motor vehicles, except emergency vehicles, shall not be driven onto the parallel taxiway or runway without the express permission of the airport manager. Such authorized vehicles shall be distinctly painted or marked in accordance with the provisions of the current FAA requirements for marking of vehicles used on landing areas. (*ref. municipal code chapter 11.16*).

4.3 SPEED LIMIT

No vehicles shall be driven upon any road or upon other areas within the perimeter of the airport in excess of the speed which is posted at the entrance to the airport or upon a particular road or area. The driver of every vehicle shall adhere to any sign posted to regulate vehicular traffic on or about the airport for the public safety. In unsigned areas, **the speed limit shall be fifteen (15) miles per hour**. Emergency vehicles operating in an emergency situation are exempted from this section. (*ref. municipal code section 11.16.050*)

4.4 RIGHT OF WAY

All vehicles except emergency vehicles engaged in emergency activity shall at all times yield the right-of-way to any and all aircraft and pedestrians. Right of way

shall be given to emergency response equipment and aircraft fueling vehicles. When emergency conditions exist on the field, motor vehicles not involved in the emergency shall remain a safe distance away from the emergency area. (ref. municipal code chapter 11.16).

4.5 VEHICLE MOVEMENT NEAR AIRCRAFT

All vehicles shall pass to the rear of or to the left side of taxiing aircraft.

4.6 RESPONSIBILITY FOR CLOSING GATES

Drivers of motor vehicles shall be responsible for ensuring that airport access gates close behind them upon entering or leaving the airport and shall promptly notify the airport Manager if a gate fails to close automatically. Manual gates shall be closed by drivers of motor vehicles after entering or exiting the airport. (ref. municipal code chapter 11.16).

4.7 PARKING

- A. All vehicles must be parked in designated areas and will be subject to parking fees as established by the current airport master fee schedule.
- B. A daily or weekly permit to park in the airport parking lot inside the fenced area may be obtained from the airport Manager upon application and payment of the required fee or from the payment machine located outside the Airport Administration Building. This permit will be issued only to persons whose automobile parking is related to use of the airport in conjunction with a valid hanger or tie-down lease. Paid permits shall be left in plain view on the dash of the vehicle. All fees must be paid in advance. Vehicles left at the airport after the expiration of the permit or unpermitted vehicles will be towed at the owner's expense.
- C. Permits will only be issued for passenger automobiles commonly known as cars or trucks intended to carry no more than eight (8) passengers. No commercial truck and trailer, large capacity passenger vehicles (with seating over eight (8)), motorhomes, travel trailers, toy haulers or trailers of any kind, watercraft (boats, trailers, personal watercraft), equipment or other specialized vehicle may park at the airport.
- D. Permits are only issued to guests of hanger tenants on an individual trip basis. Long-term parking over two weeks requires prior approval from the Airport Manager and will only be issued with documentation of travel over two weeks.
- E. Hangar tenants may store one motor vehicle inside the hangar while

the aircraft is away on a trip or for maintenance. The period during which a motor vehicle continuously occupies a hangar may not exceed six (6) months.

- F. No overnight parking is permitted in the main airport parking lot in front of the terminal building.

4.8 VEHICLE ACCIDENT REPORTING

All accidents involving a vehicle, excluding aircraft on the airport must be immediately reported to the office of the airport Manager and to the Rio Vista Police department.

4.9 PARKING VIOLATION ENFORCEMENT

- A. The airport Manager has the authority to have any vehicle or equipment moved or removed and stored at owner's expense when any of the following occur:
 - 1. A violation of these airport Rules and Regulations.
 - 2. An emergency incident or occurrence involving the subject vehicle.
 - 3. After notice, the vehicle or equipment impedes or interferes with maintenance of the airport or construction projects.
 - 4. The vehicle or equipment creates a nuisance, hazard, or is unsightly or in a state of disrepair.
- B. The City will incur no liability for damages which may result from or in the course of moving and storage of the vehicle or equipment.
- C. Any commercial operator or its officers, agents, employees or clients, and any other individual airport user who violates or fails to comply with any rule, requirement, obligation, or regulation of this section may lose the use of the airport. Any decision by the airport Manager involving the loss of use privileges pursuant to this subsection must be necessary to avoid endangering persons and property and to ensure the safe operation of the airport and must be in accordance with applicable City Municipal Code. Such decisions are subject to appeal under Section 1.3 D of these rules.

CHAPTER 5: PERSONAL CONDUCT

5.1 USE OF AIRPORT PREMISES

The airport is open for public use at all hours of the day and night, subject to regulations or restrictions due to weather, conditions of the landing areas, military or fire suppression activities, maintenance, and construction projects and like causes, as determined by the airport manager, or the termination, suspension or revocation of the use of the airport for violation of the Airport Rules and Regulations.

5.2 ENTRANCE ON RESTRICTED AREAS PROHIBITED

No person shall enter any portion of the airport designated a restricted area unless authorized to do so in advance by the airport manager. (ref. municipal code section 11.08.080).

5.3 COMPLIANCE WITH SIGNS AND BARRIERS

All persons will observe and obey all airport posted signs, fences, and barricades.

5.4 USE OF APRON AREA RESTRICTED

No person except airmen, duly authorized personnel, or other persons going to or from aircraft and personally conducted by airmen or airport attendants, shall be permitted to enter the airport apron area. Any person so excepted does not have the privilege of unrestricted use of the apron. These privileges are confined to the necessary use of such space in connection with flights or routine duties. (ref. municipal code section 11.20.080).

5.5 PEDESTRIANS

- A. Pedestrians may not enter any taxiway, runway, obstacle free zone, runway protection zone, restricted area or area closed to the public, except as allowed by the following:
 - i. When issued a permit by the airport Manager or as an airman in connection with aeronautical activities.
 - ii. Under safe personal conduct by an authorized commercial operator permitted to enter such areas, or the operator's employee.
 - iii. For an approved event with permit.
 - iv. All of these privileges are limited to the airport manager's authorization and to the necessary use of these spaces in connection with flight operations, inspections, routine duties, maintenance, commercial operations, and construction.

- B. The movement of aircraft has the right-of-way over all pedestrians and pedestrian activities.
- C. No person may linger or loiter on or around any aircraft or enter any aircraft without the owner's permission or other proper authorization.

5.6 SMOKING

No person shall smoke in any hangar, gasoline storage area, or in any building or place on the airport. Smoking is prohibited within fifty (50) feet of any fueling or de-fueling operation and within twenty (20) feet of any opening into the Airport Administration Building as specified by California law. Violation of these provisions is a violation of the California Fire Code and is subject to penalties.

5.7 ANIMALS AND PETS

Any animal brought onto airport property must be confined to a carrier, vehicle, or hangar, or on a leash or other means of restraint. The person bringing the animal onto airport property is responsible for cleanup of animal waste and must ensure that the animal does not create a disturbance. Animal control regulations of the City shall be enforced in all areas of the airport (*ref. municipal code chapter 11.08*)

5.8 SOLICITATIONS

No person may solicit funds for any purpose without the approval of the airport manager. All funding must be given to the City and all construction or improvements must adhere to all Federal, State and Local regulations, codes, ordinances or resolutions. Building permits are required as necessary.

5.9 FIREARMS, HUNTING

- A. No person may store firearms, explosives, ammunition, or other hazardous materials on the airport unless given written permission by the airport manager.
- B. No person, except peace officers, duly authorized government employees, members of the Armed Forces of the United States, or other person duly authorized by law to carry a firearm or similar instrument in their possession, shall have any of the following in their possession while on airport property: any firearm, fireworks, gun, pistol, revolver, explosive of similar nature, air gun, BB gun, bow and arrow, cross-bow, pellet gun, or any other similar instrument. This prohibition shall not apply to persons carrying or possessing flare guns or other aircraft survival equipment or to persons lawfully carrying firearms in cases, broken down or unloaded. (*ref. municipal code section 11.08.160*).
- C. Hunting is prohibited on airport property.

5.10 ADVERTISEMENTS

No person may display in public view any sign, poster, banner, or other message conveyance device without prior authorization from the airport Manager and unless it meets the requirements of Rio Vista Municipal Code. Any sign requiring a permit must be approved by the airport manager.

5.11 DAMAGE, NUISANCE AND DUMPING

- A. No person may destroy, deface, injure, remove or disturb in any way buildings, signs, aircraft, vehicles, equipment, markers, or other property on the airport. Any person violating this rule will be fully responsible for any expense required to repair or replace the damages. (ref. municipal code chapter 11.08).
- B. Any person damaging airport property must immediately report the damage to the office of the airport Manager or to the police department. (ref. municipal code chapter 11.08).
- C. No person shall dispose of garbage, papers, refuse, or other material on the airport except in receptacles provided for that purpose. (ref. municipal code section 11.08.070).
- D. No person shall abandon any personal property on the airport. (ref. municipal code section 11.08.070).
- E. Airport tenants may not store equipment, materials, trailers, vehicles and other items on the airport outside of the area specified in the lease unless a permit is obtained from the airport manager. The permit may require that these items be screened from public view.

5.12 INTERFERING OR TAMPERING WITH AIRCRAFT

No person shall interfere, tamper take or use any aircraft, or operate the engine of an aircraft, or use any aircraft part, instrument, or tool without the consent of the owner.

5.13 CAMPING AND RESIDENTIAL USE

- A. No camping or overnight parking of inhabited motor homes, trailers, and vehicles is allowed on airport property unless a permit is obtained from the airport manager.
- B. No storage of motor homes or camper trailers is allowed on the airport except in a designated storage area and with a permit from the airport manager.

- C. No residential occupancy or use shall be allowed at the Airport unless specifically authorized by the City.

CHAPTER 6: FIRE SAFETY RULES

6.1 COMPLIANCE WITH FIRE SAFETY RULES

All persons using the airport shall comply with the airport fire safety rules contained in this chapter and with all fire safety laws, ordinances, and regulations established by any governmental entity having jurisdiction for fire protection at the airport. (*ref. municipal code section 11.28.010*)

6.2 STORAGE OF MATERIAL AND EQUIPMENT

- A. No person shall store or stock material or equipment so as to constitute a fire hazard. (*ref. municipal code section 11.28.020 A*)
- B. No person shall store or place any flammable liquids, solids, gases, signal flares, or similar hazardous materials, or items containing these materials such as rags, within any hangar or building except in areas, rooms, or containers specifically approved by the fire marshal. (*ref. municipal code section 11.28.020B*).

6.3 MAINTENANCE AND CLEANING OF HANGARS

- A. All tenants of buildings shall maintain the floors of hangars, hangar ramps, and adjacent areas free and clear of oil, grease, and other flammable materials. (*ref. municipal code section 11.28.030A*).
- B. No person shall use flammable or combustible substances for cleaning floors of hangars or other buildings. (*ref. municipal code section 11.28.030B*).

6.4 CLEANING OF AIRCRAFT POWERPLANTS AND PARTS

The cleaning of aircraft powerplants or other parts using solvents shall be limited in scope and shall be conducted only in areas or buildings approved by the fire marshal. Only nonflammable or high flash point solvents shall be used. Drip and collecting pans shall be used during any cleaning process. Solvents and cleaning materials shall be promptly and properly disposed of in an environmentally sound manner at a location which is equipped to handle such material. (*ref. municipal code section 11.28.040*).

6.5 DISPOSAL OF GASOLINE AND OTHER FLAMMABLE WASTE PRODUCTS

No person shall dispose of gasoline, oil, solvent, or other flammable waste products in any drain, manhole, open ditch, or other airport area. All such products shall be properly disposed of in an environmentally sound manner at a location which is equipped to handle such material. (ref. municipal code section 11.28.050).

6.6 PAINTING AND DOPING OF AIRCRAFT

Painting and doping of aircraft with flammable liquids shall be conducted only in areas or buildings approved by the fire marshal. (ref. municipal code section 11.28.060).

6.7 PAINT REMOVAL

There will be no paint stripping or paint removal on the airport other than in authorized paint shops or paint booths.

6.8 SPILLAGE

Accidental spillage of oils, fuels, solvents, etc., shall be immediately picked up and properly disposed of in an environmentally sound manner at a location which is equipped to handle such material, or otherwise neutralized. Dumping such waste into airport waste receptacles or onto airport property is prohibited.

6.9 CUTTING, WELDING AND SPRAY PAINTING

Cutting, welding, and spray-painting operations shall be conducted only within areas or buildings approved by the fire marshal (ref. municipal code section 11.28.070).

6.10 SMOKING RESTRICTION

No person shall smoke any cigarette, cigar, or pipe or strike any match or kindle any flame whatsoever within fifty (50) feet from aircraft while being fueled, or within (50) feet from fuel islands or any flammable liquid container, or within any aircraft hangar located upon the airport, except as approved by the Airport Manager (ref. *municipal code section 11.28.080*). Violation of these provisions is a violation of the California Fire Code and is subject to penalties.

6.11 ELECTRICAL WIRE, FIXTURES, AND APPLIANCES

All electrical wiring, fixtures, and appliances shall be installed and maintained in accordance with the City building code. (ref. *municipal code section 11.28.090*).

6.12 GENERATORS

Generators shall be fueled and operated outside the hangar. Generators may not be used at tie down spaces unless approved in advance by the airport manager.

6.13 PORTABLE FIRE EXTINGUISHERS

- A. Portable fire extinguishers shall not be moved from designated locations for any reason other than as a precaution against an immediate hazard or to be recharged. *(ref. municipal code section 11.28.110B).*
- B. Access to all fire extinguishing equipment shall be kept free and unobstructed at all times. Portable fire extinguishers shall be inspected periodically by the fire marshal. *(ref. municipal code section 11.28.110C).*

6.14 DUTY TO REPORT FIRE

Every person who becomes aware of any fire or smoldering combustion of any unwarranted or insidious nature which is not confined within equipment designed for fire or which is a hazard to the premises shall report the fire or smoldering combustion without delay to the local fire department. *(ref. municipal code section 11.28.120).*

6.15 FIRE MARSHAL DRILLS AND INSPECTIONS

Fire prevention inspections shall be conducted by the fire marshal or designee at their discretion with a minimum of a 24-hour notice to the lessee. A fee, set by the Master Fee Schedule adopted by the City Council resolution, will be charged to the hangar lessee for the inspection. Fire drills shall be held at the fire marshal's or designee's discretion. *(ref. municipal code chapter 11.28).*

CHAPTER 7: COMMERCIAL OPERATIONS

7.1 MINIMUM STANDARDS

All commercial operations at the airport are regulated by the conditions, requirement and obligations contained in the Minimum Standards as adopted by resolution of the City Council which are expressly incorporated herein.

7.2 COMMERCIAL OPERATOR PERMIT

All commercial operators must secure and meet all conditions and requirements of a City commercial operator permit prior to engaging in or conducting any commercial activity on the airport. *(ref. municipal code chapter 11.08).*

7.3 COMMERCIAL PHOTOGRAPHY AND FILMING

No person shall take still, motion, or video pictures for commercial purposes on the airport without prior permission of the airport Manager and/or City manager, except this shall not apply to the press reporting on persons or events which are considered newsworthy. Members of the press must obtain permission from the airport Manager prior to entrance on the airport operations area. (*ref. municipal code section 11.08.190*).

CHAPTER 8: MISCELLANEOUS PROVISIONS

8.1 FLYING CLUBS (*ref. municipal code chapter 11.08*)

- A. A flying club must be a nonprofit organization as evidenced by articles of incorporation or appropriate legal documents. Each member must be a bona fide partial owner of a club aircraft or a stockholder in the nonprofit corporation. A verification of nonprofit status must be submitted to the office of the airport Manager annually by a properly notarized statement signed by a club officer affirming the club's continuing nonprofit status.
- B. The club's aircraft may only be used by members for rental and not for commercial operations.
- C. The club must file and keep current, with the airport manager, a complete list of the club's officers and directors. Access to mailbox facilities on the Airport property shall be limited to those officers and directors on the list to the extent the Flying Club maintains a mailbox at the Airport.
- D. The club must file and keep current, with the airport manager, a complete list of the club's aircraft. All aircraft must be owned by the nonprofit organization or owned in common by all members. The ownership must be evidenced by a copy of each club aircraft's current FAA Certificate of Registration upon request by the airport manager.

8.2 POSTING OF AIRPORT RULES AND REGULATIONS

These Rules and Regulations shall be posted in a prominent place in the office of all fixed base operators, commercial tenants, and the airport administration building.

- A. A copy of these Rules and Regulations shall be on file at all times in the offices of the City clerk and the airport manager.
- B. Copies of these Rules and Regulations will be available to applicants and interested parties upon request to the airport manager.

8.3 NUISANCE

Any aircraft or vehicle operated, stored or maintained or any hanger or tie down space maintained in violation of these Rules and Regulations shall constitute a public nuisance subject to abatement according to applicable City Municipal Code provisions and state law.